



Job Description

Job Title: Risk Management Assistant

Grade: 5

Section: Finance

Reports to: Risk Management Officer

Responsible for: None

The Job

Is to:

- support the Risk Management Officer maintain the risk and assurance register and those of the Group's subsidiaries to ensure they are accurate and up to date, and reports are produced in accordance with corporate timescales;
- support the Risk Management Officer maintain WDHs Business Continuity arrangements;
- support reviews into the effectiveness of control frameworks as part of integrated risk and assurance mapping, and as specific reviews;
- performing data analysis and reviews to support the above;
- support the wider team on risk management, value for money (VFM), business strategy and team planning activities.

The Bigger Picture

You will:

- deputise for the Risk Management Officer and assist them to perform their role;
- meet with management across the organisation either with the Risk Management Officer, or occasionally on your own, to ensure the key strategic risks and associated controls, mitigating actions and assurance are accurate and kept up-to-date;
- be responsible for ensuring the non-key strategic risks, mitigating actions and assurance are accurate and kept up-to-date, escalating any concerns to the Risk Management Officer;
- keep the risk trigger, assurance and risk actions up-to-date for use in the monthly reports to the management team;
- support the Risk Management Officer with the quarterly risk and assurance updates and compile and update the accompanying reports for review by the Corporate Risk and Strategy Manager;
- support preparation of the quarterly assurance deep dive presentations in conjunction with business management;
- assist in the coordination of quarterly team planning cycle;

- undertake analysis to support the Risk Management Officer and Corporate Risk and Strategy Manager;
- assisting the Risk Management Officer ensure the organisation's Business Continuity arrangements and plans are fit for purpose and kept up to date;
- undertake any other duties commensurate with the overall purpose of the job and the grade.

The Day to Day

You will:

- attend risk and assurance meetings, either with the Risk Management Officer, or occasionally on your own, to provide advice and challenge on the identification and scoring of the key strategic risks, the effectiveness of controls and further actions required to mitigate the risks to ensure they are identified and managed in accordance with the approved policy and risk appetite;
- meet with managers to ensure the non-key strategic risks, and their associated mitigating actions and assurance are accurate and kept up-to-date for review by the Risk Management Officer, escalating any concerns to them on a timely basis;
- liaise with colleagues across the organisation and the Internal Auditors to identify sources of assurance, and ensure that the risk and assurance register is updated to take account of this source of assurance;
- monitor progress against actions to ensure they are tracked to completion, obtaining approvals for changes to due dates, or the scope of actions;
- support facilitation of the annual risk workshops to ensure the risks remain aligned to business activities;
- assist in the completion of the Business Continuity documentation and testing programme to ensure Service Continuity arrangements are adequate and kept up to date;
- assist in the planning and execution of meetings to ensure the meetings take place according to plan, and that effective governance arrangements are in place;
- support the team in its responsibilities for VFM;
- support the annual review of the Business Strategy, and the compilation of progress reports throughout the year;
- support the annual team planning process;
- manage own workload with supervision, providing regular progress reports and seeking relevant guidance when required on specialist issues;

Personal Contacts:

Internal: All employees of WDH

External: Various external organisations

Person Specification

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post. WDH principles reflect behaviour patterns, which distinguish highly effective performance in a role. There are nine behavioural indicators, which are split into three principles; Determination, Nous and Attitude and these are often referred to as DNA.

Personal skill characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)	Shortlisting Criteria (Tick)
Qualifications and Training				
A qualification at Level 2 of the Qualifications and Credit Framework such as GCSEs (3 or more at grades A – C), Awards, Certificates or Diploma at level 2 or equivalent.	✓		AF/CQ	✓
Very proficient in the use of Microsoft Office products, especially Word, Excel, and PowerPoint.	✓		AF/CQ	✓

Determination				
Very organised, with evidence of setting plans, organising, and co-ordinating their work to achieve these plans.	✓		AF/I	✓
Self-motivated and able to respond effectively when under pressure to deliver agreed outcomes to tight timescales.	✓		AF/I	
Decisive problem solving and analytical skills and using crosschecking and reconciliation to ensure information is accurate, and inconsistencies are highlighted and dealt with.	✓		AF/I	
Able to work under own initiative to resolve issues, whilst recognising when it is appropriate to escalate matters, or ask for direction.	✓		AF/I	

Nous				
Relevant experience within a risk, audit, compliance, or relevant finance role involving data analysis and reconciliation.	✓		AF/I	✓
Able to interpret and comply with relevant policies and evaluate whether they are being adhered to by parts of the business.	✓		AF/I	
Able to interpret complex information and issues, and produce simple, understandable briefings and reports for senior managers that convey the key information they need.	✓		AF/I	

Good knowledge of best practice in risk, assurance and control frameworks and ability to apply this knowledge when evaluating risks and controls, and for planning and performing specific reviews.		✓	AF/I	
Understanding of financial ratios, use of other financial, and non-financial performance information to understand and improve business performance.		✓	AF/I	
Practical experience of applying best practice in Business Continuity Planning.		✓	AF/I	

Attitude				
Able to communicate confidently and effectively and negotiate with people at different levels of an organisation to ensure that required outcomes and timescales are achieved.	✓		AF/I	✓
Able to work as both an individual and member of team.	✓		AF/I	✓
Able to demonstrate the ability to create, maintain and enhance effective working relationships with employees within their own team, and senior employees outside the team.	✓		AF/I	

Additional Requirements of the Job				
Current, valid UK Driving licence and daily access to a vehicle in order to travel throughout the district and to other locations as required by the business.		✓	AF/CQ	
The post holder may be required to work outside normal office hours on occasion.	✓		AF/I	

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification

R - References