



Job Description

Service:	Risk and Controls – Corporate Services
Job title:	Risk Officer
Grade:	Grade D
Hours of work:	37 hours per week
Responsible to:	Director of Finance & Corporate Resources
Responsible for	
Direct reports:	Nil
Indirect reports:	Nil
Budget:	Within Corporate Resources

Purpose of Post:

HDC needs a Risk Officer to support the uplift, upskill and focus on the Risk Management discipline within the organisation. Every key decision, project undertaken and step in the direction of travel of the council towards its aims and objectives involves risk. Without an understanding and firm grasp of its risk profile, response, mitigation strategy and treatment, the Council may make fundamental and costly errors which places its ability to serve its residents and customers in difficulty.


This role will work with a team of like-minded professionals to take a firm but practical rein on the organisation and ensure that it delivers on its democratically set objectives in a progressive but controlled manner.

Key Deliverables:

- To provide support on Risk issues to HDC officers and other staff; to assist Service Managers to understand their risk profile and risk appetite, to assist with the overall Risk Management process, including using software, editing risk registers, and other appropriate mechanisms to ensure a high level of risk management capability across the organisation.
- To assist the team in helping HDC officers and other staff to understand and consider control measures (mitigation) that can be applied to known risks and monitor implemented controls, thus reducing overall risk to the organisation
- To contribute to the Risk Management culture, assisting to ensure that the Council is compliant with a portfolio of regulations, legislation and other statutory and mandatory obligations.
- To assist with the professional endeavours of the other specialist officers working in the risk and controls area for collective monitoring, support, communications and reporting of areas of risk across the Council.
- To provide input to the Internal Audit on areas of risk within the organisation and the agreed mitigations to influence the annual audit plan, so that the organisation can assess if the necessary controls are implemented..
- To contribute to the Assurance Board, a formal body in the governance hierarchy of HDC, which assesses and reports on areas of risk and mitigation strategies for the council.
- To support the organisation to promote and deliver on good risk management and ensure the adherence to and understanding of the Three Lines of Defence model of Risk Management (as per The Orange Book).
- To provide training and advice to Service Managers within HDC to promote effective Risk Management across the organisation.
- This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable to respond to other duties that may be required from time to time and the changes and developments within HDC.

<p>Knowledge and Qualifications</p> <p>The minimum knowledge required to undertake this role and any qualifications or training essential for the role</p> <p>(E) Essential (D) Desirable</p>	<ul style="list-style-type: none"> - Minimum Level 5 qualification(s) in an analytical, technical or STEM subject (E) - Microsoft Office literate – Excel, Outlook, Word, etc (E) - Minimum Level 2 (GCSE ‘C’) English language (E) - Knowledge of ‘Three Lines of Defence’, the ‘Orange Book’ / ‘Four T’s’ (D) - Award, specialist qualification or professional recognition in an analytical, research or compliance discipline (D)
<p>Experience</p> <p>Experience the person would need to do the job</p> <p>(E) Essential (D) Desirable</p>	<ul style="list-style-type: none"> - Experience in an audit, risk management or compliance type role in any sector. (E) - Competent using software-based risk management tools, databases and/or reporting systems (E) - Experience working in the Public Sector (D) - Experience of writing formal reports for a senior audience, conveying complex information in plain English (D) -
<p>Skills and Abilities</p> <p>Specific skills the applicant would need to do the job</p> <p>(E) Essential (D) Desirable</p>	<ul style="list-style-type: none"> - Ability to confidently support the delivery of advice to non-expert internal clients with conflicting priorities. (E) - Ability to work effectively both independently and as a member of a team (E) - Ability to maintain a high level of mental flexibility and focus to extract actionable knowledge from reports, datasets and verbal communications (E) - Possess clear and concise written and spoken communication skills (E) - Ability to present written information in a structured and balanced way appropriate to the needs of the reader (E) - Ability to persuade/negotiate with other officers to deliver obligations against their own priorities (E)

<p>Decision Making and Impact on Others</p> <p>What impact the reasons made by the post holder would have on others across the Council</p>	<ul style="list-style-type: none"> - The post holder has discretion to prioritise their own workload to maximise effective use of their time and respond to changes of priorities - Council officers will look to this post-holder as a first contact for risk management queries with responsibility for progressing risk matters within the team to gain a long-term benefit on the ability of HDC to provide services to customers and residents - Poor judgement, decision making or ineffective interaction with internal clients could cause or mask risk issues in the council which lead to financial loss, reputational damage and possibly physical harm to employees, residents or our customers.
<p>Communication with Internal and External Customers</p> <p>What customers the applicant would be in contact with in the job</p>	<p>Internal customer contact: 95%</p> <p>Internal customer contact teams include Operations, 3C ICT, Community, Corporate Services, One Leisure, Development, Customer Services and Shared Service Partners.</p> <p>External customer contact: 5%</p> <p>External customer contact may include councillors, suppliers, contractors, members of the public, tenants of corporate premises and neighbouring county, town and parish councils.</p>
<p>Personal Attributes and Other Requirements</p> <p>In this section please list any other qualities you are looking for from the applicant</p> <p>(E) Essential (D) Desirable</p>	<ul style="list-style-type: none"> - Enthusiasm for the subject matter. - Personal courage in advising and pursuing the right course of action. - Pragmatic and pro-active outlook, to not be hidebound by regulations or processes but dynamic in driving forward the needs of the Council. - A self-starter with logical problem-solving and analytical skills, an aptitude for applying knowledge and risk management practices to progress issues.

	<p>Be a good team worker demonstrating loyalty and commitment to the organisation and team members.</p>
<p>HDC values</p> 	<p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p> <p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers matters to us all.</p> <p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p>Respectful: We respect people’s differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>

Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.