

## Job Description

Service:	Risk and Controls – Corporate Services
Job title:	Risk Officer
Grade:	E
Hours of work:	37 hours per week
Responsible to:	Head of Democratic Services and Monitoring Officer
Responsible for	
Direct reports:	Nil
Indirect reports:	Nil
Budget:	Within Corporate Resources

## **Purpose of Post:**

Huntingdonshire District Council (HDC) believe that effective risk management is critical to our success. Accordingly, we have established an enterprise risk management framework that employs a comprehensive, integrated approach to risk management, and is designed to enable effective risk management processes through which we identify, assess, monitor and manage the risks across the services we provide.

The primary purpose of the Risk Officer role is to ensure there is effective operation of HDC's risk management processes. The role will lead on maintaining and updating 4Risk; the Councils digital risk management software system through supporting users and conducting regular risk reviews. The role will act as lead risk champion which will include system overview.

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 service delivery to achieve the councils aims and objectives involves risk. Without an understanding and firm grasp of our 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 assist with the overall Risk Management process, including using the 4Risk software, becoming a champion of the system, knowing it's functionalities and abilities with confidence, editing risk registers, and other appropriate mechanisms to ensure a high level of risk management capability across the organisation.
- Support HDC officers and other staff to understand and consider the necessary requirements for managing risks including risk identification, cause and effect, risk scoring, control measures (mitigations), assurances and further improvement actions.
- To provide support to the S151 Officer and Monitoring Officer in the production of up to date reports for management, key committees and board in connection with risk management.
- Promote risk management culture across the Council.
- 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 Internal Audit on areas of risk within the Council for internal audit planning purposes.
- To contribute updates to the Corporate Leadership Team and Corporate Governance Committee, or other formal body in the governance hierarchy of HDC, which assesses and reports on areas of risk and mitigation strategies for the council.
- Facilitate the implementation and operation of the Council's risk management framework, to promote and deliver on good risk management, keeping under review the Council risk maturity and improvement plans.
- To provide training, advice and support 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><b>Knowledge and Qualifications</b></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"> <li>- 5 GCSE's – Grade 5 and above – including English and Maths (or equivalent) (E)</li> <li>- Familiarity with compliance regulations and frameworks relevant to local government and risk management practices. (E)</li> <li>- A-Levels or equivalent Level 3 qualifications or considerable experience within Risk Management– (E)</li> <li>- Degree in a relevant field: A bachelor's degree in Risk Management, Business Administration, Public Administration, Finance, or a related field. (D)</li> <li>- Professional Risk Management Certification: Certification such as Certified Risk Manager (CRM), Risk Management Professional (PMI-RMP), or equivalent recognized qualification. (D)</li> <li>- Additional certifications such as ISO 31000 Risk Management, Certified Information Systems Auditor (CISA), or similar credentials that demonstrate advanced knowledge and expertise in risk management. (D)</li> </ul>
<p><b>Experience</b></p> <p>Experience the person would need to do the job</p> <p>(E) Essential (D) Desirable</p>	<ul style="list-style-type: none"> <li>- Proven experience in risk management (E)</li> <li>- Knowledge of risk management principles and governance. (E)</li> <li>- Demonstrated experience in managing risk, including the ability to identify, assess, and mitigate risks effectively (E)</li> <li>- Experience in engaging with a diverse range of stakeholders, including senior management, to communicate risk assessments and recommendations effectively. (E)</li> </ul>

	<ul style="list-style-type: none"> <li>- Competent using software-based risk management tools, databases and/or reporting systems (E)</li> <li>- Experience working in the Public Sector (D)</li> <li>- Effective communication both verbally and written (E)</li> </ul>
<b>Skills and Abilities</b> Specific skills the applicant would need to do the job (E) Essential (D) Desirable	<ul style="list-style-type: none"> <li>- Ability to work effectively both independently and as a member of a team (E)</li> <li>- Ability to present information to individuals and groups (E)</li> <li>- Effective communication both verbally and written (E)</li> <li>- Ability to facilitate meetings, agree priorities and tasks with groups and individuals. (E)</li> </ul>
<b>Decision Making and Impact on Others</b> What impact the reasons made by the post holder would have on others across the Council	<ul style="list-style-type: none"> <li>- The post holder has discretion to prioritise their own workload to maximise effective use of their time and respond to changes of priorities</li> <li>- Council officers will look to this post-holder as a first contact for risk management queries / 4risk queries with responsibility for progressing risk matters</li> </ul>
<b>Communication with Internal and External Customers</b> What customers the applicant would be in contact with in the job	<p><b>Internal customer contact: 95%</b></p> <p>Internal customer contact teams include but not limited to senior management and staff within Operations, ICT, Community, Corporate Services, One Leisure, Development, Customer Services and Shared Service Partners.</p> <p><b>External customer contact: 5%</b></p> <p>External customer contact may include but not limited to councillors, suppliers, contractors, members of the public, tenants of corporate</p>

	premises and neighbouring county, town and parish councils.
<b>Personal Attributes and Other Requirements</b> In this section please list any other qualities you are looking for from the applicant (E) Essential (D) Desirable	<ul style="list-style-type: none"> <li>- Enthusiasm for the subject matter - (E)</li> <li>- Personal courage in advising and pursuing the right course of action - (E)</li> <li>- Pragmatic and pro-active outlook, to not be hidebound by regulations or processes but dynamic in driving forward the needs of the Council - (E)</li> <li>- A self-starter with logical problem-solving and analytical skills, an aptitude for applying knowledge and risk management practices to progress issues - (E)</li> <li>- Be a good team worker demonstrating loyalty and commitment to the organisation and team members – (E)</li> </ul>
<b>HDC values</b> 	<p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p> <p><b>Inspiring:</b> We have genuine pride and passion for public service; doing the best we can for customers matters to us all.</p> <p><b>Collaborative:</b> We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p><b>Accountable:</b> We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p><b>Respectful:</b> We respect people's differences and are considerate to their needs.</p> <p><b>Enterprising:</b> 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.