

Job Description

JOB TITLE:	Risk and Assurance Specialist
GRADE:	5
REPORTING TO:	Risk and Assurance Manager
RESPONSIBLE FOR:	This role does not have any direct reports

ROLE SUMMARY

- The Risk and Assurance Specialist will have operational responsibility for the development and maintenance of a robust and effective risk management and assurance framework across believe housing. The post holder will work jointly with the Risk and Assurance Manager, EMT and Assistant Directors to develop a suite of risk registers, controls assurance strategies and early warning indicators. They will provide support surrounding the oversight and reporting of Business Risk, Assurance and Compliance activities across the organisation.

MAIN DUTIES & RESPONSIBILITIES

The points below are a summary of your main duties and responsibilities.

- Work jointly with the Risk and Assurance Manager in the development, integration and review of an effective risk management framework and value adding controls assurance activity, ensuring contribution to believe housing's performance management framework.
- Provide support in the preparation and implementation of a risk management toolkit, embedding risk management in action across believe housing.
- Support the Risk and Assurance Manager in the development and implementation of an integrated risk and assurance model, suite of risk scorecards and early warning indicators. Examine key processes, risks and controls, constructively challenge control weaknesses and identify control improvements across believe housing.
- Work with the Risk and Assurance Manager and Director of Corporate Strategy and Assurance to ensure the key strategic risks are considered as part of the corporate planning process, are accurately reflected in believe housing's strategies and the performance management framework.

- Coordinate the meetings of the Risk Management Working Group (RMWG), chairing the RMWG as required in accordance with the agreed Terms of Reference and ensuring new, emerging or escalating risks exposures, lessons learnt from the crystallisation of any risk exposures, sector risks and best practice are discussed at the RMWG and agreed actions implemented by appropriate lead officers.
- Work in conjunction with the Risk and Assurance Manager and Director of Corporate Strategy and Assurance to develop risk assessments, monitoring and reporting processes for believe housing's strategic projects. Providing risk updates and monitoring information to the quarterly programme update meetings / EMT as required.
- Prepare Board, Audit Committee, EMT and Directorate reports in conjunction with the Risk and Assurance Manager in relation to strategic, operational and project risk registers, planned reviews of believe housing's risk management framework, policy and appetite and quarterly risk updates on the business assurance activity.
- Support the Risk and Assurance Manager in the oversight and monitoring of actual performance versus the approved annual internal audit plan. Attending audit planning meetings and ensuring the agreed fieldwork / reporting timetables are achieved.
- Develop and maintain an audit recommendation tracking system ensuring periodic progress reports are provided to believe housing Directors, Assistant Directors and delegated responsible officers. Perform a quarterly evidence based follow up of all audit recommendations raised providing assurance to the Audit Committee / EMT that recommended controls are implemented within agreed target dates.
- Work jointly with the Risk and Assurance Manager to develop the strategic partnership for counter fraud and money-laundering services and associated anti-fraud mitigation strategies. Provide support in fraud investigations and data interrogation, national and regional fraud campaigns and anti-fraud media campaigns.
- Supervising the Insurance Claims Handlers as required, particularly in the absence of the Insurance Team Leader.
- Attend appropriate meetings to represent the Risk and Assurance Manager in line with the responsibilities of the role.
- Prepare training materials in relation to the duties and responsibilities outlined, as required.
- Managing health and safety issues in your area of responsibility in line with the relevant section(s) of the relevant Health and Safety Policy



- Complying with business confidentiality and information security policies, in line with GDPR and relevant legislation
- Live believe housing's values and behaviours, doing the right thing for our customers, our business, and our people
- To deliver financially viable and economically effective services, seeking to gain maximum benefit from the use of resources and increasing social value

No role profile can be entirely comprehensive, the post holder will be required to undertake additional duties from time to time, in line with the above responsibilities, as required by the Risk and Assurance Manager.

Person Specification

Experience, Skills and Qualifications

- Educated to Degree level or equivalent, preferably with an appropriate Risk Management or Internal Audit qualification (e.g. CMIRM, CIA, PIIA).
- Detailed experience of Risk Management and Business Assurance activities.
- Experience of working within or advising those operating within a regulated sector.
- Strong experience of building successful working relationships.
- Effective Budget Management
- Experience of providing information to a variety of audiences.
- Preferably with experience in the Social Housing Sector and knowledge and / or experience of internal audit / business assurance activities
- Detailed knowledge and understanding of the organisational benefits of a robust Risk Management Framework.
- Ability to demonstrate knowledge of audit planning linked to the risk management and business assurance activity.
- Strong communication skills both written and verbal.
- Effective ability to negotiate, influence and persuade individuals and groups.
- Ability to work independently using own initiative and as part of a team.
- Ability to engage effectively with staff, customers and stakeholders.
- Excellent workload and time management skills.
- Ability to analyse complex information.