

Job description

Job title	Group Risk Analyst	Department	Risk & Compliance
Reporting to	Group Risk Manager	No. direct reports	0
Salary grade	Grade 5	Based at	Wade House, Leeds

Purpose:

Working as part of the charity's Group Risk Team this varied specialist role will provide a key role in facilitating the effective delivery of second line group risk activities across the charity including its subsidiaries, helping to ensure consistency of approach in adopting the Charity's risk framework and embedding a risk culture.

Duties and responsibilities:

1. Capture information from an internal organisation and risk perspective to capture risks outside of appetite
2. Design and produce clear, accurate and informative reports and M.I for Group Risk within agreed timescales.
3. Provide support in the production of information for Exec and Board.
4. Develop and maintain effective relationships with colleagues across the charity to support and assist with managing risks.
5. Provide support to colleagues within the wider Risk & Compliance team and represent the Group Risk Manager at regular governance forums.
6. Conduct 2nd line of defence reviews in line with analysis of relevant MI on a quarterly basis to ensure that risks are being managed outside of appetite
7. Support with the preparation and delivery of the training for all new users on the risk management software
8. Assist with the continuous review of the Risk Management Framework
9. Champion, lead and embed a culture of strong internal control and risk management throughout your areas of responsibility
10. Communicate and provide management reports relating to all appropriate risks to appropriate internal and Group stakeholders on a timely basis
11. Conduct / support thematic and other specialist or ad-hoc reviews in line with analysis of relevant MI, sector issues or areas of high risk to the charity.
12. Contribute to the development and achievement of 2LoD assurance plan
13. Provide support and expert advice to areas where queries arise regarding risk, acting as an ambassador for group risk
14. Raise and highlight risks across the charity and provide the Group Risk Manager with MI
15. Assist the Group Risk Manager with the roll out of RCSA across the charity

16. Any other duties commensurate with the role

Additional requirements:

Flexibility to travel to other charity sites across the UK as required

Person specification

Experience/knowledge:

- Sound knowledge of risk management
- Demonstrable experience working within conduct, governance, risk and compliance
- Strong communication skills both written and verbal
- Proven experience of working within risk and compliance within a regulated financial services organisation
- A relevant risk (IRM) qualification would be an advantage or willingness to work towards this (desirable)
- High level PC literacy including a strong understanding of the MS suite
- Knowledge and understanding of the ISO31000 risk (desirable)

Skills/abilities:

- Highly numerate with the ability to analyse data and draw conclusions
- Able to work effectively as part of a team as well as independently
- Able to build and maintain positive and productive relationships with colleagues at all levels across multiple functions
- Confident and articulate
- Strong attention to detail and high levels of accuracy
- Ability to deal with competing demands, manage time effectively and ensure the completion of tasks within deadlines
- Strong planning and organizing skills
- Strong report writing skills with a focus on the quality of output

Behavioural competencies

- **Committed to our clients** – Provide an exceptional client experience. Ensure actions and decisions consider our client needs
- **Working together** – Supports and works effectively with colleagues. Achieves more by working with others
- **Making change happen** – Achieving results. Delivering on commitments and managing stakeholders, risks and issues
- **Be flexible** – Ability to adapt to a change in requirements and responsibilities. Enables changes to be implemented
- **Learning & developing** - Continuous improvement of how you work. Supporting as appropriate with the development of others

Values:

All colleagues should demonstrate our charity values, these are:

- We work together
- We make change happen
- We are committed to our clients

