

Enterprise Risk Management Team

What's it all about

The Risk and Assurance Officer plays a key role within the second line of defence by supporting the effective oversight of risk management and internal control across the organisation.

The role provides independent challenge and assurance over the effectiveness of risk management practices, control environments and governance processes. The postholder will work closely with business teams to support the identification, assessment and management of risk while maintaining appropriate independence to validate controls and provide assurance to senior leadership.

The role will also support the development and maintenance of the organisation's Enterprise Risk Management Framework (ERMF), assurance mapping and governance reporting to ensure that the Board and Executive have clear visibility of the organisation's risk profile and the effectiveness of mitigating controls.

How you'll make a difference

The Risk and Assurance Officer will strengthen the organisation's risk culture by providing oversight, constructive challenge and assurance over how risks are identified, managed and reported.

Through effective collaboration with operational teams, the role will help embed consistent risk management practices while ensuring the organisation has a clear understanding of its exposure to strategic, operational, financial and regulatory risks.

The role will also support governance by providing risk and assurance insights to Executive Board and governance committees to enable informed decision making.

How you'll do it

Risk oversight and business partnering

- Support business areas in identifying, assessing and managing risks in line with the Enterprise Risk Management Framework.

- Provide guidance to managers on the identification of risks, assessment of controls and development of mitigation plans.
- Maintain and review risk registers to ensure risks are accurately articulated, appropriately scored and supported by effective controls.
- Work with business areas to improve operational risk oversight and strengthen control environments.
- Challenge risk assessments where necessary to ensure consistency and robustness across the organisation.

Assurance and controls testing

- Maintain and update the organisational Assurance Map to provide a clear view of how key risks and controls are being assured across the three lines of defence.
- Undertake second line assurance reviews and control testing to assess whether key controls are operating effectively.
- Validate first line controls by reviewing supporting evidence and assessing whether controls are designed and operating as intended.
- Identify control weaknesses and work with management to develop improvement actions.
- Provide assurance insights and recommendations to strengthen risk management and internal control arrangements.

Internal audit action monitoring

- Monitor the implementation of actions arising from internal audit, external audit and other assurance reviews.
- Review evidence provided by management to confirm whether actions have been appropriately completed.
- Challenge insufficient or incomplete evidence and follow up with relevant teams where necessary.
- Maintain accurate records of outstanding actions and provide regular updates to senior management and governance committees.

Enterprise Risk Management Team

- Escalate overdue or high risk actions where appropriate.

Risk monitoring and reporting

- Support the monitoring of key risk indicators and emerging risks across the organisation.
- Prepare risk and assurance reports for senior management, Executive Board and governance committees.
- Provide clear analysis of risk trends, control effectiveness and areas requiring management attention.
- Contribute to the production of consolidated risk reports aligned with the organisation's risk appetite.

Governance support

- Support the preparation of risk and assurance reporting for governance forums including Executive Board and Audit and Risk Committee.
- Provide analysis and insight to support strategic decision making and effective oversight of organisational risk.
- Ensure risk and assurance information presented to governance bodies is accurate, timely and meaningful.

All about you

Behaviours for success

Our values set out what we stand for. You'll need to show us how you match them and how you'll behave to ensure those are visible when carrying out your work.

- Compassionate
- Progressive
- Dependable
- Inclusive
- Empowered

For each value, we've created example behaviours to help you understand our expectations in more detail.

Please [refer to the framework](#). This role is at **staff** level.

This role reports into the Head of Risk and Assurance

Essential knowledge, experience and skills including qualifications and professional membership

- Strong understanding of risk management principles, internal control frameworks and assurance practices.
- Experience supporting risk management processes including risk registers, risk assessments and risk reporting.
- Experience undertaking assurance reviews, control testing or internal audit activity.
- Strong analytical skills with the ability to interpret complex information and identify key insights.
- Excellent communication skills with the ability to present risk information clearly to a range of audiences.
- Strong stakeholder engagement skills with the ability to influence and challenge constructively.
- Ability to manage multiple priorities and deliver high quality outputs to deadlines.
- Strong attention to detail and professional judgement when reviewing evidence and assessing controls.
- Proficiency in Microsoft Excel, PowerPoint and risk management systems.

The following qualifications or professional memberships are desirable or the postholder should be working towards them.

- Institute of Internal Auditors (IIA) qualification such as Certified Internal Auditor (CIA) or Internal Audit Practitioner
- Chartered Institute of Internal Auditors membership

Risk and Assurance Officer



Working better together
for our residents

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- Institute of Risk Management (IRM) Certificate or Diploma in Risk Management
- Knowledge of recognised risk management frameworks such as ISO 31000 or COSO ERM