

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

JEGS Reference 00670

DEPARTMENT: Office of the Chief Executive	SERVICE GROUP: Finance
POST TITLE: Risk Officer	REPORTS TO: Risk Manager
GRADE: SO2	SAP POSITION NUMBER :

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

Key Purpose of Post: Max 3 sentences
<ul style="list-style-type: none">• To work with the Risk Manager and Insurance Manager to provide support in respect of the Council's risk and insurance arrangements.• Collaborate with service areas and contribute to the development of risk management arrangements and loss control strategies to improve the Council's insurance risk profile and• Support and deputise for the Risk Manager in leading the Council's risk management arrangements.
Main Responsibilities of Post: Max 15 Bullet points
1 To provide professional advice on risk management systems and procedures to

Strategic and Assistant Directors to enable service departments to manage their risks effectively.

- 2 To work with the Risk Manager to undertake an annual review of the risk management strategy and process.
- 3 To manage and support the implementation of strategic risk management within the overall framework of the risk management strategy.
- 4 To manage the coordination and updating of the corporate risk register to enable CMT to undertake their roles and provide exception reporting on departmental risk management progress.
- 5 To support and establish any links between departmental and corporate risk registers and action plans and ensure consistency of approach. Support corporate and departmental risk coordinators and strategic directors to undertake their roles.
- 6 To work with the Risk Manager to research and identify best practice in risk management and to provide guidance and support on introducing risk management measures and techniques.
- 7 Expected to deal with complex, sensitive and confidential matters on a regular basis, frequently using own initiative to reach creative solutions on making recommendations to Strategic Directors, Assistant Directors, Departmental Management Teams, elected members and other senior managers.
- 8 Represent and promote the Council on Risk Management issues at appropriate local, regional and national forums and maintain and develop working relationships with professional bodies and other groups to ensure effective representation and promote meaningful networking.
- 9 Act as ambassador for risk management by showing professionalism, high personal standards of integrity and courtesy at all times. Promote this culture throughout the organisation.
- 10 To promote fairness and inclusion across all service provision and employment through personal example, open commitment, clear action and direction.
- 11 Organise, deliver and participate in training events to improve the skills, knowledge and understanding of staff both in Risk Management and elsewhere.
- 12 Raise governance and risk management awareness across the Council and widen ownership of good governance and managing risk to all staff including the completion of consultancy projects.

- 13 To undertake personal development training to enhance work performance, special skills and career progression.
- 14 The post holder must be flexible to ensure the operational needs of the Council are met.

Structure:

Risk Manager

Risk Officer

Special Knowledge Requirement. Will be used for shortlisting. Max 10

	Essential
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.	
Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the postholder is required to meet the <u>Lower threshold</u> level. You should be able to demonstrate that you can use a wide range of simple words and a standard English sentence structure to express and maintain a flowing conversation even though you pause to think of the correct words with the ability to express and make yourself understood (this will also be tested during the interview).	x
Uses knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in own area of work	x
Uses a range of complex IT packages relating to area of work	x
Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery.	x
Carries out a variety of working practices, applies complex regulations, rules, procedures and processes across a technical /specialist area	x
Able to provide telephone advice and ICT support to end users	x
Knows and understands how to use, interpret, handle and communicate, often complex and detailed information, and relay it to service users/stakeholders in writing and/or over the telephone / face to face.	x
Demonstrates a high level of numeracy, literacy and accuracy across a	x

range of activities	
Relevant experience requirement: Will be used for shortlisting	
Experience	
Comprehensive understanding of providing risk management services in a large organisation.	
Ability to use a range of risk management systems and applications.	
Strong presentational skills with regard to risk management reporting	
Good numeric and writing skills	
Ability to use spreadsheet and word-processing packages.	
Experience of supporting and applying high level understanding when exercising judgement in challenging and sensitive circumstances, providing advice at a senior level to local government, or a comparable organisation, to achieve risk management objectives	
A broad understanding of the relationships between risk management and the achievement of corporate priorities and objectives	
Promoting and delivering positive solutions to achieve diversity, equality of opportunity and preventing discrimination	
Skills	
Understanding of the legal, financial and political workings of local government and current best practice on tackling the kind of challenges that face local government services	
Ability to develop rapport and work effectively with a diverse range of people, consulting with, listening to and understanding varying needs	
Ability to form sound, evidence-based judgments, find solutions to complex issues and problems, assessing risks and taking responsibility	
High degree of self-awareness, with the ability to own mistakes and move quickly to develop contingency and / or mitigation strategies	
Ability to inspire, guide, motivate and develop people, to achieve high performance	
Ability to listen to and influence others, presenting information and arguments convincingly	
Relevant professional qualifications requirement: Will be used for shortlisting	

Part qualified IRM or studying towards similar risk or insurance qualifications OR qualified by experience Evidence of sustained personal and professional development		
Core Employee competencies to be used at the interview stage.		
Carries Out Performance Management		
Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.		
Communicates Effectively		
Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information.		
Carries Out Effective Decision Making		
Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.		
Undertakes Structured Problem Solving Activity		
Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships.		
Operates with Dignity and Respect		
Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.		
Working Conditions:		
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.		
Special Conditions:		
Basic DBS is required.		
Compiled by: Michael Thomas Date: 30 July 2024	Grade Assessment Date: 12 Sept 2024	Post Grade: SO2