## Purpose of role

To ensure that the University manages its risks in an appropriate and effective way, ensuring that relevant policies and frameworks are up to date and fit for purpose; that they are consistently applied and that risk owners are supported and challenged in relation to the management of the risks for which they are responsible. Initially to lead an overhaul of the University’s current risk management arrangements, including the introduction of supporting software. A full-time appointment is envisaged for 6 months because of the need for significant development.

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<th>Main responsibilities</th>
<th>% time per year</th>
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| 1 To provide support, expertise and coordination in relation to the ongoing management of the University’s enterprise level risks  
- the University’s overall frameworks and processes for risk management, ensuring that these are integrated with overall planning and governance arrangements and that enterprise, business unit and programme risks are managed in a joined-up and consistent manner. An overhaul of the current policies and framework is required during 2019 | 25% |
| 2 To support and challenge senior leaders in exercising their responsibilities for managing risk, ensuring that the University’s enterprise risk management artefacts reflect the most up to date position and that the assurance and mitigation measures identified for enterprise risks are followed through | 25% |
| 3 To ensure that the University’s governance bodies receive appropriate advice and information on the management of risk by gathering, analysing and presenting information | 10% |
| 4 To provide support, expertise and coordination in relation to ensuring that the University’s arrangements for risk management are well known and understood  
- ensuring that written guidance is up to date and accessible  
- providing support and training to individual managers and teams as appropriate  
- receiving escalated risks and supporting colleagues in the escalation process, mediating as required | 10% |
| 5 To manage the implementation of risk management software for the University’s enterprise risks, overseeing the configuration of the system to meet the University’s requirements, and working with individual risk owners to record their risks, mitigations and assurances within the new system appropriately | 25% |
| 6 To contribute to the overall work programme of the Department as required, including supporting individual projects or reviews as a senior adviser | 5% |
## Person specification

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<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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|        | ▪ Oral and written communication skills  
         ▪ Interpersonal skills and relationship management including ability to engage, communicate with, influence and negotiate with senior management and stakeholders  
         ▪ Persuasion and negotiation skills  
         ▪ Critical thinking and problem solving skills  
         ▪ Excellent organizational skills with the ability to prioritise workloads and demonstrate flexibility  
         ▪ Understanding complex organizational structures and how to support the effective management of risk within these  
         ▪ Confident user of business software packages including standard MS Office software | |

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<th>Knowledge and experience</th>
<th>Essential</th>
<th>Desirable</th>
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|                          | ▪ Significant successful experience of supporting effective risk management in a complex organisation  
                              ▪ Knowledge and experience of a range of risk management approaches and tools with an emphasis on practical application  
                              ▪ Experience of working with senior leaders in an advisory/support role  
                              ▪ Experience of managing conflicting priorities in a high pressure role | ▪ Experience of the Higher Education sector  
                              ▪ Experience of risk management in a complex multifunctional organization  
                              ▪ Experience of introducing risk management software into an organization |

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<tr>
<th>Qualifications, certification and training (relevant to role)</th>
<th>Essential</th>
<th>Desirable</th>
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|                                                           | ▪ Bachelors degree or equivalent  
         ▪ Professional qualification in risk management or general management including a significant element of risk management | ▪ Evidence of continuing professional development relevant to a risk management role |
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

Valuing people
Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.

Taking ownership
Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.

Forward thinking
Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition.

Professional pride
Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.

Always inclusive
Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.

Key relationships with others