

Kent County Council

Job Description: *Risk and Delivery Assurance Officer*

Directorate:	Chief Executive's Department
Unit/Section:	Strategy, Policy, Relationships and Corporate Assurance
Grade:	KSI
Responsible to:	Head of Risk and Delivery Assurance

Purpose of the Job:

Responsible for facilitating the effective implementation of the council's risk management framework, including policy, strategy, standards, delivery assurance and reporting mechanisms.

Main duties and responsibilities:

- Through regular engagement and provision of expert advice across our directorates, facilitate processes for the identification, assessment, response, regular review and escalation of risks and their inclusion on risk registers according to KCC policy and meeting relevant reporting timetables.
- Implement a regular, proactive quality assurance regime to continually improve the quality of risk information held across the organisation, including information held on risk registers, acting as a 'critical friend'.
- Build and maintain an effective evidence base (quantitative and qualitative) for key areas of complex risk across the organisation, drawing on pre-existing management information where possible, to support robust and objective risk assessment and aid effective responses.
- Promote the embedding, maintenance and utilisation of the risk management information system for KCC, including reporting capability, to ensure visibility of key risks (both 'business as usual' and project / change risk) to the achievement of objectives.
- Working with services and other experts and assurance functions as appropriate, design and maintain mechanisms for assessing effectiveness of the risk control framework for key organisational (including project / programme and change) risks.
- Contribute to risk management and assurance processes for significant activities from both 'business as usual' and project / programme and change perspectives, supporting Risk and Delivery Assurance Manager(s) in the function as appropriate to build a picture of delivery risk and confidence.

- Provide expert advice and guidance on risk management to stakeholders as appropriate, including via risk management briefings, workshops, webinars or other forms of development to build risk management knowledge, skills and capacity across the organisation. Develop and maintain risk tools and the risk management-related toolkit(s) and intranet site(s), ensuring they remain fit for purpose, accessible and reflect best practice, conducting research from a range of sources as appropriate.
- Any other duties that promote the development of risk management and delivery assurance mechanisms across the council and with other partner organisations, as required by the Head of Risk and Delivery Assurance.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Risk and Delivery Assurance Officer*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Educated to degree level or equivalent or qualification in a risk management-related field or demonstrable experience in a risk / assurance / project management environment.
EXPERIENCE	- Experience of working with middle and senior management in organisations - Experience in an appropriate risk management environment. - Experience of promoting risk management concepts e.g. through presentations, training, production of literature and discussion.
SKILLS AND ABILITIES	- Excellent verbal and written communication skills including confidence to facilitate discussions with middle and senior managers and constructively challenge where necessary. - Proactive approach to work, showing curiosity and initiative to learn. - Ability to balance workload priorities and deliver to deadlines. - Analytical skills – being able to explore and identify solutions to problems and explain them clearly. - Project Management skills. - IT literate / proficient. - Strong organisational skills and ability to persuade and influence staff about risk matters up to middle / senior management level. - Ability to work effectively with colleagues and external partners to achieve shared objectives and produce the required results. - Ability to resolve complex problems and sensitive issues.
KNOWLEDGE	- Good knowledge of the principles and application of risk management at strategic, project / programme and operational levels and how it contributes to effective governance. - Good knowledge of risks that the County Council has to or might expect to manage. - Good awareness and understanding of project management processes and best practice.
KENT VALUES AND CULTURAL ATTRIBUTES	Kent Values: - We are brave. We do the right thing, we accept and offer challenge - We are curious to innovate and improve - We are compassionate, understanding and

	respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make Our values enable us to build a culture that is: Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile Curious - constantly learning and evolving Compassionate and Inclusive - compassionate, understanding and respectful to all Working Together - building and delivering for the best interests of Kent Empowering - Our people take accountability for their decisions and actions Externally Focused - Residents, families and communities at the heart of decision making
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