

Kent County Council

Job Description: Risk Manager

Directorate:	Strategic and Corporate Services
Division:	Strategy, Policy, Relationships and Corporate Assurance
Location:	County Hall
Grade:	KR12
Responsible to:	Corporate Risk and Assurance Manager

Purpose of the Job:

The post holder will be responsible for promoting a positive risk management culture within KCC, implementing the risk management framework and approach and continuing to develop an effective infrastructure for managing and reporting risk across the Council.

Main duties and responsibilities:

1. Conduct proactive and ongoing horizon scanning to ensure effective oversight of the external risk environment and consequent implications for KCC's risk profile.
2. Support effective implementation of the council's Risk Management Policy and Strategy, including the ongoing maintenance of the Corporate Risk Register and the processes underpinning it, and the promotion of a culture of risk awareness.
3. Develop a comprehensive understanding of key organisational risks by correlating various sources of intelligence and assurance, collaborating with colleagues involved in specialist risk and assurance activities across the organisation to share intelligence and proactively manage risk.
4. Develop, implement and deliver the risk management training and development programme for the Authority, including direct delivery of risk workshops and liaison with Organisational Development colleagues regarding more formal interventions if required.
5. Act as a key advisor to directorates on all elements of the risk management process and framework for the organisation, providing both support and challenge as appropriate.
6. Promote the use of risk management as a key management tool to deliver against strategic objectives and consequent activity and manage complex, systemic risks associated with KCC's interfaces with partners, providers and other stakeholders.
7. Utilise the council's risk management database and any other technology as appropriate, to ensure visibility and effective oversight of key organisational risks and their interdependencies.
8. Support the appropriate alignment between risk, performance and delivery assurance reporting processes, developing and presenting engaging and insightful risk reports to senior managers and elected Members.

Organisational Responsibilities

All Corporate Directors, Directors and Heads of Service have an explicit responsibility to work as part of a team to deliver, collectively, the agenda of the County Council. These are fundamental elements of their role not an addition and are summarised as follows

Whole Council

- Seek to improve the lives of all residents in Kent and the economy of Kent
- Act as corporate parent to the Council's Looked After Children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code)
- Advise elected Members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives

Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies

Embedding Commissioning and Engaging Relevant Markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

Managing Change

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance
- Deliver to agreed budget and income targets

Kent County Council
 Person Specification: Risk Manager

CRITERIA	
Qualifications	<p>Educated to at least degree level (or equivalent) with evidence of a commitment to continuous professional development.</p> <p>Qualification in a risk management related field.</p>
Experience	<p>Significant experience of processes for the identification, assessment, evaluation and mitigation of risks</p> <p>Experience of working with senior management in organisations</p> <p>Evidence of achievement in a risk / assurance-related role.</p>
Skills & Abilities	<p>Excellent communications skills (written and verbal) including confidence to present to senior figures and ensure credibility.</p> <p>Clear understanding of how risk management supports effective governance and internal control of the organisation</p> <p>Ability to constructively challenge senior management / Members</p> <p>Analytical skills – being able to find solutions to complex problems and explain them clearly.</p> <p>Ability to work well with others and contribute positively as part of a team</p> <p>Ability to manage change.</p> <p>Able to balance workload priorities.</p> <p>IT literate / proficient.</p> <p>Demonstrate 'urgent curiosity', showing initiative and the ability to achieve targets under minimal supervision.</p>
Knowledge	<p>Awareness of current developments in local government.</p> <p>Knowledge of latest risk management frameworks and their application to local government.</p> <p>Good understanding of business planning processes, including medium term financial planning and development of strategic priority setting and delivery.</p>