



Risk and Business Continuity Officer

Summary of the role

Reporting to the Head of Business and Finance, the purpose of this role will be to work with internal and external stakeholders to develop the approaches to risk and business continuity management within the GLAA, embedding management of risk to inform business operations, linked to plans, planning cycles and performance to support achievement of GLAA outcomes and protecting the assets and image of the GLAA.

Responsibilities

- Work as a business/operations partner with internal and external stakeholders and sponsors to ensure effective risk management across the GLAA through training, coaching and communication of the importance of risk management, identification, assessment and escalation of risks, building awareness and responsibility within the organisation
- Support the senior leadership team in assessing key risks and ensure management information is available to manage risk appropriately across the business
- Responsible for developing and maintain the organisational risk register, with a wide overview of all risk based actions and issues, highlighting deadlines, status of actions and potential areas of concern, and analysis of risk interdependencies
- Responsible for accurate reporting of management information in relation to risk to the senior leadership team, Audit and Risk Committee and Board
- Drive improvements in risk management approaches across the GLAA, working with sponsors, including alignment with performance management approaches, quantification of risk and development of two-way communication of risks with partner agencies and external stakeholder groups
- Act as the single point of contact for business continuity management within the GLAA, supporting managers to develop, maintain and test business continuity plans ensuring all staff understand them
- Develop formal horizon scanning approaches to support organisational decision making, including drawing information from partner agencies and external stakeholder groups and analysis of impact on the GLAA strategic aim, objectives and priorities

Knowledge and Skills	
Essential	Desirable
<ul style="list-style-type: none"> • Expertise in risk management approaches including risk appetite, risk identification, investigation and root cause analysis, assessment and control mechanisms • Experienced in supporting internal and external stakeholders to identify, assess and report on risks • Experienced in developing and maintaining organisational risk registers • Proficient in presenting risk management information to a diverse audience • Expertise in providing support and training to staff to build risk awareness and business continuity management within an organisation • Experience in business and service continuity management and development of associated plans 	<ul style="list-style-type: none"> • Student, affiliate or certified membership of the Institute of Risk Management • Membership of ALARM-UK • Experience of working with Governmental bodies • Experience of working in collaboration with partner agencies • Skilled coach/mentor for staff and managers • Skilled facilitator