



# Role Profile

Risk Management Co-ordinator												
Reference No.	A4761	Type	Individual									
Service	Audit & Risk Management											
Job Family	Professional 2	Grade	FC8									
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:												
To be actively involved in the development, implementation, co-ordination and promotion of the Council's risk management policy and strategy, and to actively plan for and participate in the Council's risk management group(s), including the Risk Management Strategy Group												
<b>Purpose</b>												
To assist in the provision of a robust, efficient and professional Risk Management function.												
To support the review, development and implementation of the Council's Risk Management policy, strategy and supporting framework, including the provision of training, advice and guidance on risk management matters to management within Council Directorates/Services; and proactively co-ordinating risk management activities to manage and reduce the Council's exposure to risk												
<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility												
<table border="1"> <thead> <tr> <th></th> <th>E</th> <th>D</th> </tr> </thead> <tbody> <tr> <td>Experience of developing, implementing, co-ordinating or improving a risk management framework and providing a risk management support service.</td> <td>✓</td> <td></td> </tr> <tr> <td>Educated to SCQF level 8, which includes a HND in relevant subject or equivalent.</td> <td>✓</td> <td></td> </tr> </tbody> </table>					E	D	Experience of developing, implementing, co-ordinating or improving a risk management framework and providing a risk management support service.	✓		Educated to SCQF level 8, which includes a HND in relevant subject or equivalent.	✓	
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	Membership of the Institute of Risk Management, ALARM (Association of Local Authorities Risk Managers) or other appropriate professional institute / body.  Project management qualification e.g. Prince 2.		✓  ✓
Plan and arrange Risk Management Strategy Group meetings, ensuring all relevant information and papers are prepared and circulated in advance of meetings.	Experience of working at a senior level within a public sector risk management service, preferably a local authority		✓
To provide an efficient and effective risk management co-ordination service to Directorates/Services, supporting them to develop their risk management arrangements (including risk registers) and manage their risks in line with Council's strategic risk management framework.	Considerable practical knowledge and experience of risk management within a large multi-disciplinary organisation.	✓	
Support Directorates/Services to identify and escalate risks to ensure they are being managed at the appropriate level.	Experience of providing advice and guidance to senior management on risk management arrangements		✓
Providing ongoing risk management, information, advice and guidance to management throughout the organisation, including those relating to transformational change and other projects as necessary.	Knowledge and experience of large-scale transformational change projects and the impact that these may have on risk management within an organisation.  Understanding of the Council's structure, policies, and applicable legislation.  Communication skills with the capability and resilience to constructively challenge, persuade and influence senior management and offer advice and guidance where necessary □	✓  ✓	✓  ✓

E = Essential Criteria    D = Desirable Criteria

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			✓
Evaluate risks to the Council. Assess, research and recommend how such risks can be mitigated.	Experience of risk evaluation and mitigation.	✓	
Extract, collate, analyse and interpret information on risks, including trends. Prepare and present findings to Services / Risk Groups, helping to ensure that informed decisions on the management of risk are made, that will achieve successful outcomes and delivery of objectives	Research and analytical skills. Ability to effectively extract, collate, analyse, interpret, present and communicate complex risk data	✓	
Manage and maintain data and information in line with service procedures, information sharing protocols and corporate policies.	Keyboard skills and working knowledge of word processing and spreadsheets.  Knowledge of relevant information management legislation.	✓  ✓	
Liaise with / attend Directorate/Service meetings/groups to identify, promote and implement suitably effective risk management practices including internal/external partners e.g. Risk Management Strategy Group, Risk Management Consultants, Health & Social Care Partnership etc.	Demonstrates integrity, professionalism and discretion when handling confidential and politically sensitive information.  Experience of being involved in working groups to co-ordinate and embed risk management arrangements.  Experience of dealing with more senior colleagues, including ability to constructively challenge, persuade and influence management / decision makers.  Able to foster good relationships with others.  Organisational and planning skills.  Negotiation Skills	✓  ✓  ✓  ✓  ✓	✓

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<p>Contributing to the development and reviewing of corporate risk management policies and procedures.</p> <p>Undertake Risk Management promotion activities. Produce promotional or topical risk management related articles for Council publications e, g Employee App, Intranet articles, Teams sites. Maintain the risk management topic sub-section of the Council Intranet site and exploit other promotional opportunities to embed risk management throughout the Council.</p>	<p>Risk Management qualification or evidence of equivalent knowledge and experience.</p> <p>Oral and written communication skills.</p> <p>Influencing Skills.</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
<p>Support the Risk Management Team Leader and participate in successfully delivering risk management projects, risk register reviews and initiatives on schedule.</p>	<p>Awareness of key risks to which Scottish local authorities and their partners are exposed. Knowledge and experience of specialist areas of risk such as IT, Health and Safety, fraud, procurement / partnership risk</p>		✓
<p>Maintaining and updating work, project, and programme plans</p>	<p>Experience of coordinating activities that take account of interdependencies, resource requirements and constraints.</p>	✓	
<p>Collaborate, and build strong relationships, with colleagues at all levels in the organisation and partners so that work is integrated with and supports other relevant work in the Council</p>	<p>Experience of collaborative working</p> <p>Communication skills</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
<p>Develop and prepare training material and guidance documents on risk matters for colleagues and elected members to ensure the Council is kept up to date with new requirements and best practice relating to risk management.</p> <p>Develop and maintain Risk Management eLearning courses.</p> <p>Deliver, presentations and face to face training for Council Directorates/Services/Elected Members and other members of the team.</p>	<p>Presentation skills.</p> <p>Problem solving skills</p> <p>Experience of developing training materials</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	✓
<p>Preparing briefing notes / reports and making recommendations on risk matters for colleagues, senior managers and elected</p>	<p>Report writing skills and experience</p>	✓	

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members, including drafting reports on risk management for the Council Executive Team and Standards & Audit Committee.			
Maintaining an awareness of best practice in risk management matters, and changes in legislation to assist in identifying emerging risks and introducing revised procedures as appropriate	Knowledge of relevant policies, legislation, processes, procedures, Risk Management frameworks, standards and systems		✓
Represent the Council on, and actively participate in, national risk management related groups.	Experience of anticipating issues and concerns, including identifying risks as they start to evolve.  Commitment to fulfilling continuing professional development (CPD) requirements as appropriate.	✓	✓
Managing the allocated workload in accordance with conflicting priorities, whilst ensuring compliance with relevant legislation and deadlines.	Ability to work independently to consistently produce high quality work.  Plan and prioritise own workload to manage conflicting demands and meet committee, Council Executive Team and other deadlines, often within tight timescales	✓  ✓	
To assist in maintaining and developing the Council's computerised risk management information system, with a view to ensuring the integrity of reporting structures and data, as well as proactively identifying system enhancement opportunities	Experience of maintaining and developing computerised risk and performance management information systems and ensuring the integrity of reporting structures and data e.g. Pentana.		✓
Seek to proactively and continuously improve and develop strategic and operational procedures for Risk Management  Carry out research and analysis for benchmarking purposes that will help to identify appropriate proposals/solutions, reporting upon and presenting findings/proposal.	Time management skills.	✓	

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Supporting and assisting the Risk Management Team Leader, deputising for the Team Leader in their absence.	Ability to provide a regular and effective service.  Experience of effectively working as part of a Team.  Supervisory skills and experience.	✓  ✓	✓
Assist junior members of staff such as modern apprentices and trainee accountants to develop their risk management knowledge and provide on the job training/development as required  Help raise the level of knowledge and understanding of Risk Management within the Team.	Experience of training, mentoring and supporting junior staff.  Experience of providing advice and guidance.	✓	✓
Developing and monitoring team performance management measures, including feedback from customers.	Experience of initiating and managing continuous improvement.		✓
Monitor, reconcile and manage the Risk Management budget. Coordinate bids received from Council Services for funding to support RM projects	Financial management skills.  Experience of budget and resource management	✓	✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

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<b>Job Title (Specialists Tasks)</b>			
N/A			

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
<b>Additional Information – the following information is available:</b>	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>