



**Risk Manager
Band 8a**

Job title	Risk Manager
Band	8a
Reporting to	Head of Corporate Governance

1. Job summary

This role is expected to evolve to meet the needs of the Integrated Care system as it develops, and it is therefore likely to change over time.

Job purpose

The Risk Manager manages and champions the risk management processes across the Integrated Care Board, supporting colleagues at all levels of the organisation to embed the processes in practice. This includes designing, advising on and implementing the risk management framework, maintaining the Board Assurance Framework, undertaking risk reviews, generating risk reports for the Executive and the Board of Directors and providing specialist training on risk.

This is a full-time post and is office based, with some level of flexibility offered under the organisation’s hybrid working framework.

The postholder will actively promote a culture that encourages staff to take risk-based actions and to consider risk and its impact in all key decisions.

This individual will need to be able to proactively develop and implement effective risk management systems and processes and review them to ensure continuous improvement and responsiveness to organisational need.

2. Key working relationships

- Work closely with the Director of Corporate Governance and Head of Corporate Governance to ensure that risk management processes are effective and that the Executive team and Board of Directors are appropriately sighted on risks;
- Excellent working relationships needed within the Governance team, particularly with the Risk and Governance Officer who will support the management of the risk portfolio;

- Work closely with the Executive team to ensure that local risk registers within their portfolios are maintained effectively and that risks are escalated and de-escalated in accordance with the risk management framework;
- Work with the Board, particularly the members of the Audit & Risk Committee Chair, to present highly complex risk reports and to persuade of the importance of risk data and support with maintenance and use of the Board Assurance Framework;
- Establish constructive working relationships with a range of internal stakeholders, including senior leaders and departmental heads across the organisation to support the establishment, maintenance and effective use of risk registers;
- Work with other stakeholders, such as auditors on risk management audits;
- Work with all staff across the organisation to deliver effective specialist training on risk management.
- The post holder may occasionally be required to impart unwelcome news to board, senior managers and stakeholder where Risks mitigation has not been met.

3. Role responsibilities

Operational responsibilities

- To support the on-going development and implementation of robust risk management across the Integrated Care Board, reviewing, designing and implementing the Risk Management Framework.
- To produce and analyse a variety of regular risk reports including for the Board of Directors and Executive meetings;
- To lead on the development, management and use of the Board Assurance Framework (BAF) working directly with the Executive strategic risk owners and ensuring that the BAF is regularly reported on to the Board of Directors and relevant committees, attending meetings where required to deliver the reports and provide assurance on the effectiveness of the risk management processes;
- Responsible for policy development and implementation for all aspects of risk that spans across the ICB.
- To actively work with business units / departments / projects and programmes leads to provide assurance that risks are correctly captured, categorised, scored, assessed and are actively managed, driving operational business, which will involve delivering and receiving highly complex information and negotiation;
- To devise, develop and deliver specialist risk management training packages to be delivered throughout the organisation;
- Establish an Executive Risk Management Group for the purpose of oversight of risk and management of risk escalation and manage the group on an on-going basis including calendar planning, agenda setting, paper production, minute taking and reporting its work into the Executive Management Committee by the provision of regular written reports;
- To be responsible for the undertaking of reviews of risk management policies to be implemented across the organization, and the framework and regular on-going review thereafter, review new and existing legislation, national standards and guidance, implementing national risk management initiatives across the organization and provide the Board and the Executive with assurance of compliance to risk management policies and frameworks;

- To be responsible for developing and adapting the risk register framework on the Datix Risk Management System, working with teams to support its use for local risk registers, and to analyse and review the framework's effectiveness as a risk management tool by conducting regular audits and reviews of the system to support effectiveness;
- To be an expert super user in the Datix Risk Management System risk module, and to scrutinise and advise towards the further development of the system to promote easy use for the risk owners;
- To support teams with the use of risk registers as a robust, active and accurate view of the risks faced by the organisation at any point in time, supporting the formal monthly review of risk registers and producing the Corporate and Significant Risk Registers;
- Analyse risk registers for consistency and make recommendations to improve identification and assurance of controls and appropriate actions to treat risks;
- Post holder will need to make decisions on a range of highly complex risk issues where there may be multiple courses of action and will need to mitigate and take accountability for the decision made.
- Monitor the risk actions to provide assurance that these are managed effectively within the required timescales;
- Have an expert understanding of the principles of risk management and difference between strategic risk captured in the Board Assurance Framework, active or tolerated risk captured on the risk registers and issues and be able to impart this knowledge to others in the organisation;
- Provide monthly, quarterly and annual risk management reports for the senior meeting structure, analysing, presenting and explaining complex information. These papers will include exploration of the risk, whether it is to be tolerated or the improvement story to provide assurance to the Board via the committees;
- To regularly review risk assurance mapping liaising with senior managers as required;
- To regularly participate in internal audits (including the annual internal audit of risk management);
- To contribute to annual reporting requirements, such as the annual report and annual governance statement
- To contribute to the drawing up and monitoring of department and service budget
- To represent the organisation and participate in external networks related to risk management;
- To undertake reviews of and provide comment on draft policies from a risk and governance viewpoint;
- Deputise for the Head of Corporate Governance when required;
- Use initiative to support the Director of Corporate Governance in various risk and governance issues;
- Create documents and presentations of a high standard;
- Undertake specific project work when required.

This job description and person specification are an outline of the tasks, responsibilities and outcomes required of the role; the job holder will carry out any other duties as may reasonably be required.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Organisation.

Health & Safety

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

Equality & Diversity

It is the responsibility of all employees to support the ICB's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the ICB's Equality & Diversity Strategies and Policies.

Information Governance

As an employee you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that in accordance with the requirements of Information Governance, NHS Code of Confidentiality, Data Protection Act 1998 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within the ICB but must be declared in writing at the appropriate stage during the recruitment process.

Performance Appraisal and Personal Development Planning

The Integrated Care Board is committed to providing a high-quality service through the effective management and development of its employees. The Performance Appraisal and Personal Development Planning process ensures that the Integrated Care Board is able to achieve its key aims of commissioning and delivering cost effective, high quality and responsive healthcare, whilst enabling employees to understand how the outcome of their contribution fits within these overall aims. All staff will be expected to participate fully in the Appraisal and Development process and comply with the relevant Policy.

Smoke-free Policy

The Integrated Care Board operates a Smoke-free policy. This means that smoking is not permitted anywhere within owned or leased premises, including within their grounds and within owned or leased vehicles.

In the interests of promoting responsible healthcare all staff are to refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place. The policy also applies to all staff employed by the Integrated Care Board at any location they may work, whether within or external to the Integrated Care Boards premises.

The policy contains further details including support facilities; subsequent failure to comply with this policy may result in disciplinary action.

This job description seeks to outline the key responsibilities and duties of this post; it is not a definitive document and does not form part of the main statement of Terms and conditions.

**Person specification, Risk Manager
Band 8a**

Supporting evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within this person specification. E = Essential, D = Desirable.

Factor	Description	Essential	Desirable	Assessment
Knowledge, Training and Experience	Educated to Masters degree level or equivalent qualification or equivalent experience. (E)	✓		
	Risk management qualification (D)		✓	
	Governance qualification or experience (E)	✓		
	Training qualification or experience (D)		✓	
	Able to present information and reports in an accurate and confident manner to the Board of Directors, Executive team and all levels of the organization, deliver presentations and run workshops. (E)	✓		
	A good understanding of the health and social care environment and the roles and responsibilities within it and the NHS generally (D)		✓	
	Excellent working knowledge of Microsoft Office packages. (E)	✓		
	Experience/knowledge of risk management software, particularly Datix (D)		✓	
	Statistical analysis (D)		✓	
	Experience of minute taking (D)		✓	

Factor	Description	Essential	Desirable	Assessment
	Experience of operating in a complex organisation, leading on a portfolio area and building credible relationships across an organisation (E)	✓		
Communication and relationship skills	Ability to motivate and enthuse others about risk management (E)	✓		
	Excellent communication skills, to produce and present reports including the presentation of data (E)	✓		
Planning and Organisational Skills	Effective organiser, planning ahead to meet deadlines and balance competing priorities (E)	✓		
	Project management skills (E)	✓		
	Professional, calm and efficient manner (E)	✓		
	Attention to detail and accuracy (E)	✓		
Autonomy/ Freedom to Act	Ability to work on own initiative and proactively organise own workload without supervision, guided by principles and organisational policies, working to tight and frequently changing timescales (E)	✓		
	Flexible and adaptable, to ensure service needs are met, balancing operational and strategic needs (E)	✓		
	Adhere to confidentiality requirements (E)	✓		
Emotional Effort	Operates with empathy and emotional intelligence. (E)	✓		

Factor	Description	Essential	Desirable	Assessment
Working conditions	Ability to work in a busy open plan office environment, in a changing environment. (E)	✓		
	Ability to travel between office locations in Hampshire and Isle of Wight, and other locations as required. (E)	✓		
A = Assessment		I = Interview		T = Test
				C = Certificate