

## JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

### A. POST DETAILS:

Job Title:	Risk Management Lead	Current Grade:	B004
Department:	Audit & Assurance	Area:	FHQ
Reports To:	Head of Audit & Assurance	No of Posts:	1
Level of vetting:	MV	Post Number:	xx

### B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

The purpose of this role is lead the risk management process at BTP by providing strategic advice and support to COG and by providing assurance sought by the Audit, Risk, Inspection and Compliance Board (ARIC), Force Executive Board, and the Audit, Risk and Assurance Committee (ARAC) on departmental and strategic risks.

### C. DIMENSIONS OF THE POST *The key statistics associated with the post*

#### Financial – Direct or Non-Direct

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#### Staff Responsibilities – Direct or Non-Direct

Non-Direct – provide strategic risk management advice and support to Chief Officers, BTPA Executive and senior leaders.

#### Any Other Statistical Data

**D. PRINCIPAL ACCOUNTABILITIES:** *What the job is accountable for and required to deliver*

To ensure that risk is managed effectively in BTP by defining and leading the process by which business risks are identified, assessed, prioritised and mitigated.

To provide strategic advice to senior leaders on the management of risk through the strategic and functional risk registers to ensure that appropriate controls and further actions are appropriate

To embed risk considerations into strategic decision-making to ensure that chief officer decision making is more informed

To lead and promote the risk management function to raise to create a culture of addressing threats before they materialise and maximising any opportunities that the force could take advantage of

To undertake reviews of the risk management methodology and processes across the force, with BTPA and in divisions/departments, making recommendations for improvement and ensuring examples of good practice are shared as appropriate.

To report to the Force Executive Board and the ARAC on:

- the identification of new threats / opportunities
- the design and operating effectiveness of key controls
- the escalation of risks/ issues

To maintain the Risk Management Strategy and Guidance including embedding the joint BTP/A Risk Appetite Statements and Risk Tolerance Approach to ensure that risk management is embedded in day to day management of the force

To liaise with the Audit & Inspectorate Lead to contribute to the annual audit and assurance plan to ensure that this is developed based on potential risks to the force.

To research best practise and maintain up to date knowledge of risk management issues to ensure BTP understands its responsibilities and options in respect of risk management and corporate governance.

To support the Head of Audit & Assurance in audit and inspection activity as required

To maintain effective working relationships with contacts in external audit, relevant regulatory bodies and delivery partners, including the Public Risk Management Association (ALARM) and South Eastern Risk Management Group (SEERMG)

To be the System Administrator for 4Risk, managing users, creating standard reports as required and managing the contract

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**E. DECISION MAKING:**

**Make decisions**

- Accountable for decisions

**Significant say in decisions**

- Report on Strategic Risk Register to Chief Officers and British Transport Police Authority Executive and Members
- Identify emerging risks and highlight these to senior leaders
- Advise senior officers and BTPA on risk management

**F. CONTACT WITH OTHERS:** *The frequent contacts the post holder has with others and for what purpose*

**Internal**

- Extensive liaison with Chief Officers, Heads of Department, police officers and staff
- Represent the Audit & Assurance function when necessary at board meetings and internal and external meetings

**External**

British Transport Police Authority (BTPA)

Train Operating Companies and rail industry staff

Home Office

Department for Transport (DfT)

National Police Chiefs' Council (NPCC)

Her Majesty's Inspectorate of Constabulary, Fire & Rescue Services (HMICFRS)

Government Internal Audit Agency (GIAA)

College of Policing (CoP)

Institute of Risk Management (IRM)

Public Risk Management Association (ALARM)

South Eastern Risk Management Group (SEERMG)

**G. REQUIREMENTS:** *The skills, knowledge, experience, qualifications and training required to perform the job.*

**Essential Criteria:**

**Qualifications and Training:**

- BSc/BA in Law, Business, Finance or a related field or at least 10 years' experience of risk management
- Professional Risk Management Qualification / Member of Institute of Risk Management (IRM)

**Experience:**

- Proven experience as a Risk Manager, providing strategic advice and support to senior leaders
- Knowledge of risk assessment and controls
- Experience with auditing and reporting procedures
- Experience of conducting controls assurance
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**Skills:**

- Familiarity with industry compliance standards and regulations
- Analytical mind with problem-solving aptitude
- Excellent communication and presentation skills

**Knowledge:**

- Knowledge of assurance and risk management frameworks
- Independent mind-set and ability to challenge the status quo
- Strong interpersonal skills and ability to work closely with people at all levels of the organisation
- Strong analytical and decision making skills
- Strong written and verbal communication
- Self-motivated with ability to work effectively under pressure and with high levels of personal resilience.
- Experience of using data analytics and tools to provide insight and support assurance activities

**Desired Criteria:**

**Qualifications and Training:**

- Certified Internal Auditor (CIA) / Chartered Internal Auditor (CIIA)

**Experience:**

- Managing risk in the public sector

**Skills:**

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**Knowledge:**

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**H. ANY ADDITIONAL INFORMATION:** *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

Although the role is based in central London and will generally work normal office hours, the post holder will need to demonstrate some flexibility in this area. The post holder may be involved in auditing or other departmental activities, which may be outside of central London, some of which may require an overnight stay.

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**I. AUTHORISATION DETAILS**

Prepared By:	Melissa Morton	Date:	11/01/19
Area Commander /FHQ	Mike Furness	Date:	14/01/19
HoD:		Date:	18/01/19
Evaluation Panel:			

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