BRITISH
TRANSPORT
POLICE

Job Description

A Post Details

Job Title: Risk Management Lead	Grade: B004
Department: Audit & Assurance	Division:
Reports to: Head of Audit & Assurance	Contract Type: Permanent
Level of Vetting:**Management Vetting**	Numbers in Post: 1

B Purpose of the Post

The purpose of this role is to manage the risk process at BTP by providing expert advice and support to practitioners / leaders and ensuring risks are accurately reported to the Force Executive Board and Audit Committee.

C Dimensions of the Post

Financial – Direct or Non-Direct

Staff Responsibilities – Direct or Non-Direct
Non-Direct – provide risk management advice and support to Head of Audit & Assurance, chief officers, BTPA Executive and BTP leaders.

D Principal Accountabilities

- To maintain the Risk Management Framework and Guidance to ensure that risk management is embedded in day to day management of the force

- To proactively engage with heads of department and chief officers to identify new risks and ensure risks are being managed effectively

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

- To provide risk management training / awareness sessions to managers to enable them to manage risk more effectively

- To provide advice practitioners / leaders on the management of risk, including risk appetite, through oversight of the strategic and functional risk registers to ensure that controls and further actions are appropriate

- To carry out regular horizon scanning to identify emerging threats and opportunities to BTP and BTPA and communicate these to the Head of Audit & Assurance and Heads of Department
- To 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, making recommendations for improvement and ensuring examples of good practice are shared with management

- To maintain the Strategic Risk Register and Force Risk Register, reporting to the Force Executive Board and the Audit Committee on:
  o the identification of new threats / opportunities
  o the design and operating effectiveness of key controls
  o the escalation of risks/ issues

- 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 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

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

E Decision Making

Make decisions
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Significant say in decisions
- o Maintain Strategic Risk Register and Force Risk Register
- o Identify emerging risks/issues and highlight these to Head of Audit & Assurance
- o Advise BTP and BTPA on risk management
- o Influence leaders on risk scoring, control measures and risk escalation

F Contact with Others

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

External
British Transport Police Authority (BTPA)

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 (SERMG)

G Essential Criteria

Qualifications and Training:

- BSc/BA degree or experience of risk management
- Professional Risk Management Qualification / Member of Institute of Risk Management (IRM)

Experience:

- Proven experience as a Risk Manager, providing professional advice and support to Heads of Department
- Knowledge of risk assessment and controls
- Experience with auditing and reporting procedures
- Experience of conducting controls assurance

Skills:

- Analytical mind with problem-solving aptitude
- Excellent communication and presentation skills
- 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 negotiating and influencing skills
- 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.

Knowledge:

- Knowledge of risk management and assurance frameworks

Desirable criteria:

- Experience of audit and compliance activity
- Managing risk in the public sector

H Additional Information

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.

For Panel to complete only:
Line Manager Approval: Melissa Morton 21/10/2020
Panel Approval: Reward Team
Date: 26/10/2020