

Risk Manager

Department: Health & Community Services

Division: Quality & Safety

Reports to: Medical Director

JE Reference: HCS1023

Grade: 12 (AfC: G)

JE Date: 5 May 2021

Job purpose

The Risk Manager is responsible for managing and leading the delivery of the Government of Jersey (GoJ) Enterprise Risk Management Strategy and risk management policies and processes; ensuring that progress is reviewed and reported to the Executive Team, HCS Board and Sub Committees.

Work closely with, advise and educate clinical and non-clinical staff to enable the development of risk champions, embedding effective HCS risk management processes; supporting directors and managers to monitor a risk control framework ensuring that risks are identified, scored appropriately, monitored and mitigated.

Work with other GoJ departments to ensure a consistent and rigorous approach to risk management in areas of common interest. To work with the GoJ Head of Risk to ensure operational and strategic alignment of HCS's risk management approach to; and compliance with the GoJ Risk Strategy, systems and processes.

Job specific outcomes

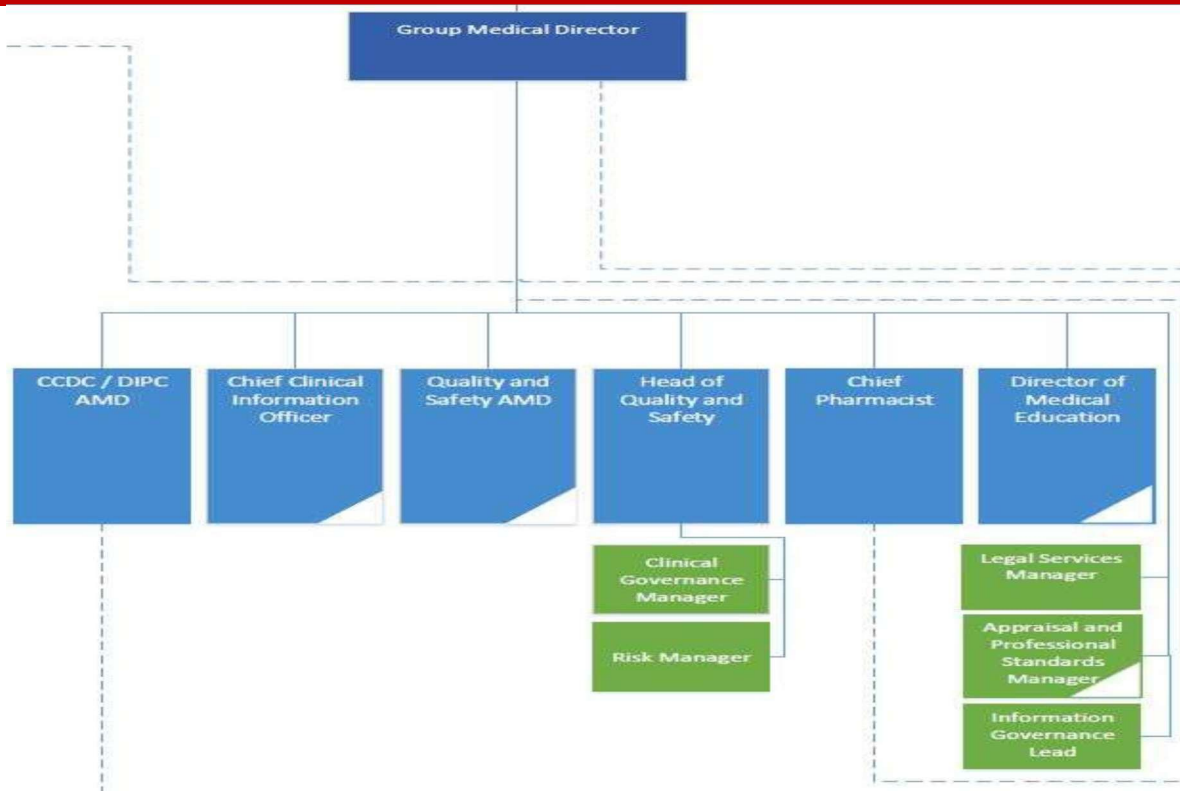
1. In line with yearly review of the GoJ ERM strategy ensure that HCS follows updated strategy requirements and that key stakeholders are updated and appraised of changes to ensure compliance across HCS.
2. Develop, monitor and embed an enterprise risk management and assurance framework in keeping with the GoJ Strategy, taking into account specific departmental requirements.
3. Drive and lead an effective, positive risk management culture within HCS, utilising a range of communication and engagement techniques and design a plan, in liaison with the GoJ Risk and Audit team, to raise awareness and encourage involvement; enabling a proactive approach to risk management.
4. Provide guidance and support on all aspects of risk management to ensure risk is managed in a co-ordinated, systematic and transparent way across operational, strategic and transformational areas of risk, e.g. the New Hospital, Jersey Care model. Providing guidance on the risk escalation processes within HCS, to facilitate reporting, where necessary, to the Extended Leadership Team; ensuring implementation of GoJ procedures to ensure that risks are escalated to the correct level appropriately through good governance

5. Lead and progress the Board Assurance Framework (BAF) to provide assurance to the Senior Leadership Team, ensuring that strategic risks feed into the BAF together with key risk indicators. Monitoring the effectiveness of actions and controls to ensure active risk management.
6. Facilitate the integration of risk management systems across HCS and transfer of information to the GoJ SharePoint risk register, including reporting functions and processes, make recommendations and lead changes to improve performance.
7. Analyse and regularly horizon scan with Directors and Heads of Service to identify emergent threats and present findings and risk registers to the relevant executive and clinical committees and groups.
8. Provide assurance and reports to the Executive Directors that all management recommendations arising out of reviews, audit and regulatory recommendations are actioned and reviewed.
9. Support and promote the delivery of HCS wide and care group specific objectives, providing high quality reports for key committees and the board on any risks to achieving key objectives. Deliver training programmes to equip senior clinicians and managers to fulfil their risk management responsibilities and integrate risk awareness into practices and processes.
10. Liaise and network with staff in similar roles across government and keep abreast of changes and new initiatives centrally and across all departments to align best practice; represent HCS at Government risk management groups/forums.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities such as the Public Finance Management, GoJ Public Finances Manual and Legal requirements, Health and Safety Legislation and other public and professional regulatory and legislative frameworks, applicable to the role, as amended from time to time.

Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	Educated to degree level. Institute of Risk Management Certificate in Enterprise Risk Management, or relevant, Governance and Risk Management Qualification (such as Healthcare and Financial Association HFMA qualification). A relevant Management Qualification.	Institute of Risk Management (IRM) International Diploma in Enterprise risk management, or equivalent.
Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i>	Ability to make informed risk management decisions for current and emerging risks, and to critically appraise real-life case studies from different sectors.	A critical understanding of the relationship between risk management, governance, internal control and compliance in Health & Social Care settings.

<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Excellent administrative and literacy skills with a high level of accuracy.</p> <p>High level of knowledge and proficiency in the use of IT including Microsoft Office, Excel, Outlook.</p>	<p>Previous experience of working within a Health & Community Services setting in order that the needs and working practices of the organisation are fully understood.</p>
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Problem solving Analytical Good communication Business understanding Negotiation and diplomacy Numeracy Working under pressure</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Ability to design and implement risk management strategies.</p> <p>Understanding of current risk management thinking, standards and regulations.</p> <p>Understanding of the multi-disciplinary nature of risk management within any type of organisation.</p> <p>Proficiency in selecting and applying the tools and techniques required to assess and treat risks.</p>	<p>Understanding of the nature of risk management within a Health & Social care setting.</p>
<p>Criteria relating to Safeguarding <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>		

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.