

## Deputy Head of Risk

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<b>Department:</b>	Office of Chief Executive
<b>Division:</b>	Risk and Audit
<b>Reports to:</b>	Head of Risk
<b>JE Ref:</b>	OCE1019
<b>Grade:</b>	CS13

**JE Date:** 25/04/2023

### Job purpose

Support the Head of Risk to lead, develop, embed, monitor and report on the enterprise-wide risk management framework across the organisation and group entities.

Support the Head of Risk in thought leadership within the Government of Jersey and assist in determining our external and internal risk appetite.

### Job specific outcomes

1. Deputise for the Head of Risk, including representing the risk function at Risk and Audit Committee, Executive Leadership Team and Council of Ministers and report writing, as necessary.
2. Review annually with the Head or Risk the GoJ enterprise management risk strategy and guidance material.
3. Develop and implement a structured training package with the Risk Advisor in alignment with the Government's Competency Framework to ensure appropriate mechanisms are in place for staff appraisal, learning and development contributing to continuous improvement.
4. Drive and lead an effective positive risk management culture within GoJ, utilizing a range of communication and engagement techniques. Support, communicate and challenge departmental risk champions and stakeholders in their risk management, focusing on alignment with strategic priorities defined within the Government Plan.
5. Review departmental deep dives, co-ordinate and facilitate workshops and risk roundtables.
6. Organise quarterly Departmental Risk Group meetings, contributing to Risk and Audit committee agenda and assist the Head of Risk with reports for Accountable Officers and for the Executive Leadership Team; providing insight for relevant stakeholders on risk matters through regular and periodic reporting.
7. Regularly monitor and report on compliance of departments with the Enterprise Risk Management framework. Support the continuous development and delivery of the framework to ensure it is embedded, through culture change and helps to inform on the Government's strategic objectives.
8. Provide risk management advice and support to all GoJ departments and States-owned entities, including liaison with the Corporate Programme and Project management team to ensure compliance with the Enterprise Risk Management Strategy and escalation of risks and issues to the Corporate Risk Register, as appropriate.
9. Review the organisation's risk maturity (including its own assessment), as reflected in the strategy.

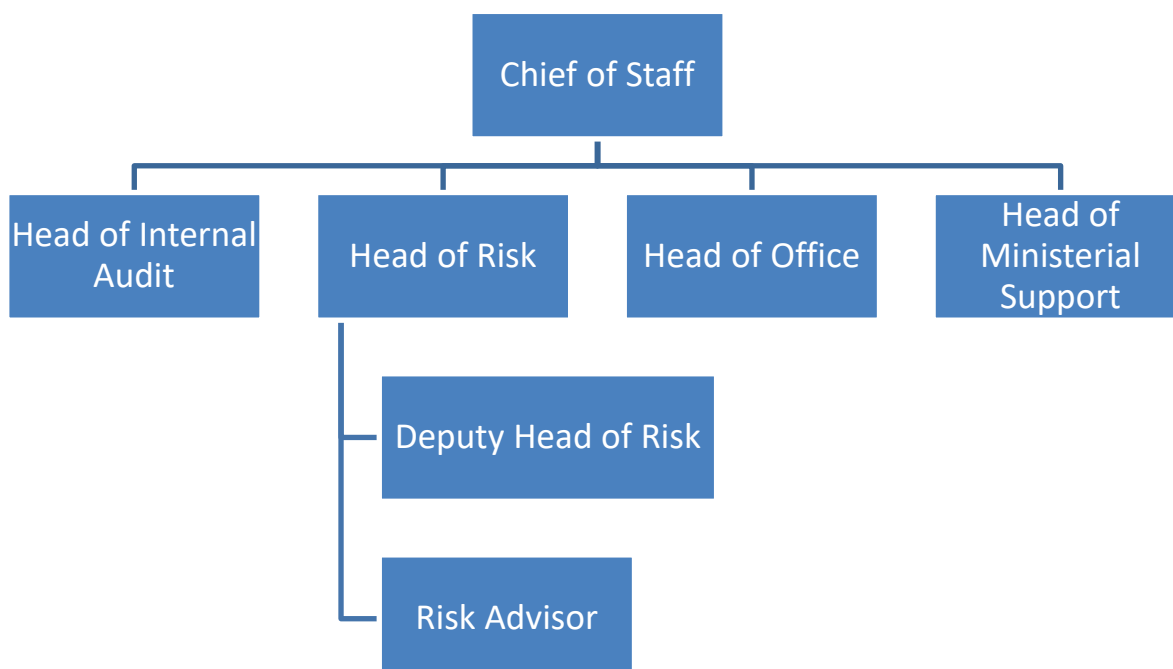
10. Work with the Insurance team to further develop synergies between risk and insurance, including the development and implementation of a Risk and Insurance Strategy.
11. Support the Head of Risk in the preparation of and delivery of concise and timely high quality reporting including preparation of quarterly risk reports for Departmental Risk Group (DRG) and Executive Leadership Team as well as the Risk and Audit Committee. Ensure that DRG minutes are documented and actions and recommendations from these key meetings are followed up on.
12. Consult and inform on business continuity and Emergency Planning matters in addition to attending ad-hoc meetings, and participating in exercises, by meeting with the Emergency Planning and Business continuity officers regularly.
13. Analyse and regularly horizon scan with Departmental risk leads to identify emergent threats.

### Statutory responsibilities

Active engagement, participation, and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

### Organiation chart



- Report to the Head of Risk and Chief of Staff
- Deputise for the Head of Risk at various customer-facing forums on a regular and/or ad-hoc basis and represent the States at relevant member level meetings and local and national forums, including Council of Ministers, Executive Leadership Team, Public Accounts Committee and the Risk and Audit Committee.
- Regular communications with departmental stakeholders - upskilling, influencing, ensuring regular consistent reporting is provided.

## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> <li>Degree, or Equivalent</li> <li>3-5 years risk management experience</li> </ul>	Institute of Risk Management (IRM) certificate in Enterprise Risk Management.
Knowledge	<ul style="list-style-type: none"> <li>Advanced Knowledge of:               <ul style="list-style-type: none"> <li>The activity and processes of the public sector including interaction between ministers and officials</li> </ul> </li> <li>Ability to make informed risk management decisions for current and emerging risks, and to critically appraise real-life case studies from different sectors.</li> <li>The role of maintaining accurate data and systems as appropriate to the role.</li> <li>Statutory and management reporting as it relates to this role</li> <li>Latest risk management techniques</li> </ul>	Knowledge of; <ul style="list-style-type: none"> <li><input type="checkbox"/> The Policy process and the role of Finance in policy development, execution and realisation</li> </ul>
<b>Technical / Work-based Skills</b> This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.	<ul style="list-style-type: none"> <li>Excellent administrative and literacy skills with a high level of accuracy</li> <li>High level knowledge and proficiency in the use of IT including Microsoft Office, Excel and Outlook</li> </ul>	
<b>General Skills/Attributes</b>	<ul style="list-style-type: none"> <li>Ability to communicate effectively both orally and in writing.</li> <li>Problem solving</li> <li>Analytical</li> <li>Negotiation and diplomacy</li> <li>Numeracy</li> <li>Working under pressure</li> <li>Sound political judgement, with the ability to comprehend multi-strand, information, which can be politically sensitive, controversial and contentious.</li> <li>Excellent interpersonal, negotiating and influencing skills is required, sometimes at a senior or political level to build relationships.</li> <li>Ability to understand and interpret complex issues in order to offer</li> </ul>	

	advice based on a sound understanding of government wide matters.	
Experience	<ul style="list-style-type: none"> <li>• Ability to design and implement risk management strategies.</li> <li>• Understanding of current risk management thinking, standards and regulations.</li> <li>• Experience leading, inspiring and developing teams</li> <li>• Experience of delivering a risk management framework, assessing compliance, and communicating this to key stakeholders.</li> <li>• Experience of leading the interface with external Stakeholders</li> </ul>	Experience of working Alongside Politicians, Directors and Senior Managers within the public sector
Criteria relating to safeguarding	<i>This role required a high level of confidentiality</i>	

### 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.

### Personal Attributes

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