

## Head of Risk

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**Department:** Treasury and Exchequer

**Division:** Risk and Audit

**Reports to:** Director – Risk and Audit

**JE Reference:** STE1011

**Grade:** CS15

**JE Date:** 5/8/2021

### Job purpose

The Head of Risk is a strategically important new role for the Government of Jersey which will lead, develop, embed, and monitor a new enterprise-wide risk management framework across the organisation and group entities. The postholder will be a trusted expert on risk management, covering a range of complex risks – community, strategic, financial, regulatory, reputational, credit, fraud, breach, and ethical risks.

The postholder will be responsible for thought leadership within the Government of Jersey in determining our external and internal risk appetite. The identification of strategic risks will play an important role in influencing policy and the Government of Jersey's strategic plans. The post holder will have strong influencing skills and the drive to establish a new function which will impact on all parts of the Government of Jersey liaising with and leading departmental risk champions to develop a holistic approach across the organisation. This includes working with colleagues on the Community, Corporate and operational departmental risk registers to provide one view of the risks facing the Island and the Government of Jersey.

The post holder will review the risk maturity of the organisation to develop, implement and keep under review a fit for purpose risk strategy and framework to minimise the organisation's exposure. He/she will lead the interface with the Council of Ministers, Executive leadership Team, Departmental Leadership teams and the Risk and Audit Committee and colleagues across the Government of Jersey to ensure enterprise risk management is prominent and prioritised with appropriate technology to deliver outcomes.

### Job specific outcomes

1. Work with the Director, Risk & Audit in the creation of an enterprise-wide risk strategy, articulating the relevant frameworks and approaches, cognisant of all the existing and emerging risks that could impact the Government of Jersey, as well as community risks. The strategy should build a regime that allows appropriate challenge at the various levels.
2. Analyse the Government Plan and departmental business plans across the Government of Jersey to ensure they are cognisant of and record the relevant risks. Having the ability to communicate and challenge in order to amend those long term plans to mitigate risks.
3. Working with and providing insight for relevant stakeholders on risk matters through regular and periodic reporting. This will include consistent communication with stakeholders with regard to risk management and the associated financial and non-financial implications of poor risk management.

4. Working with the Director, Risk & Audit in the regular monitoring and reporting of how departments comply with the risk management framework. Continuous development and delivery of the Risk Management Framework to ensure it is embedded - adhered to in principle and through culture change and behaviour and alignment to the latest regulatory regime, legislation, and is sufficiently agile to help deliver the States' strategic objectives.
5. Support the Treasury and Investment team in quarterly risk management reviews of the States Owned entities.
6. Provide advice and support to all States bodies including on specific projects and liaison with the Corporate Programme and Project management team to define and implement consistent corporate risk management standards.
7. Development, implementation, and maintenance of a compliance policy framework for the States, covering policies and procedures on breach reporting and conflicts management. Policy to be developed through engagement with departments to identify future risks and opportunities.
8. Work with relevant departments/colleagues on the development, implementation and maintenance of a security and fraud risk management strategy, with a focus on ensuring efficient controls, risk monitoring, measurement, reporting and mitigation procedures, formalising risk responsibilities and escalation mechanisms, with minimal exposure to loss across the organisation. Working with the Departmental risk leads to ensure delivery of detailed anti-fraud and corruption risk assessment activities.
9. Review of the organisation's risk maturity (including the organisation's own assessment), reflected in the strategy. Review of the adequacy of the risk strategy, risk register, anti-fraud and corruption strategy, and alignment of risk strategy with the Government Plan, and Departmental business plans.
10. Lead and develop the Departmental Risk Management Group including regular communications with all stakeholders across the States and Group entities - to upskill and influence so they understand their role in the development of enterprise risk management regime. This will also involve championing risk management activities and initiatives to stakeholders providing training where necessary.
11. Work with the Head of Insurance to develop an appropriate strategy to ensure that the States of Jersey and group entities has a clearly defined Insurance strategy and cost effective insurance cover.
12. Develop a comprehensive approach to risk management training and support across the States ensuring appropriate mechanisms are in place for staff appraisal, learning and development contributing to continuous improvement, and the development and professionalism of a team of multi-functional staff.
13. Management of the team's and your own development to be aligned with accounting standards and relevant statutory legislation including Jersey Public Finance Law and the Public Finances Manual.

### **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.

**Services (TIER 1,2 and 3 jobs only – DELETE if not applicable)**

- Report to the Director of Risk & Audit
- Deputise for the Director of Risk & Audit 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.

**Organisation chart**



**Organisational structure**



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Degree, Qualified Accountant or Equivalent Experience	
<b>Knowledge</b>	<p>Advanced Knowledge of:</p> <ul style="list-style-type: none"> <li>• The role of the Finance Function in leading and driving organisational wide financial stewardship</li> <li>• States of Jersey Finance Law, or equivalent, and its application as appropriate to the role</li> <li>• The activity and processes of the public sector including interaction between ministers and officials</li> <li>• Finance processes as they relate to the role</li> <li>• The role of Finance in maintaining accurate data and systems as appropriate to the role.</li> <li>• Statutory and management financial reporting as it relates to this role</li> <li>• Latest risk management techniques</li> </ul>	<p>Knowledge of;</p> <ul style="list-style-type: none"> <li>• The Policy process and the role of Finance in policy development, execution and realisation</li> </ul>
<b>Technical / Work-based Skills</b>		
<b>General Skills/Attributes</b>	<p>Ability to communicate effectively both orally and written.</p> <p>Strong leadership skills with the ability to motivate, employees, delegating appropriately, managing performance whilst delivering the departmental objectives.</p> <p>Sound political judgement, with the ability to comprehend multi-strand, information, which can be politically sensitive, controversial and contentious.</p> <p>Excellent interpersonal, negotiating and influencing skills is required, sometimes at a senior or political level to build relationships.</p> <p>Ability to understand and interpret complex issues in order to offer advice based on a sound understanding of government wide financial/audit matters.</p>	

	<p>Ability to apply critical thinking, applying this insight in a practical and engaging manner with the ability to make ‘the right choice’ often under pressure, where there is not a simple, or single option;</p> <p>Ability to professionally challenge any views, responses or decisions.</p>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Est. 5-10 years post qualification experience</li> <li>• Experience leading, inspiring and developing teams</li> <li>• Experience setting departmental / finance strategy</li> <li>• Experience of delivering a risk management framework, assessing compliance, and communicating this to key stakeholders.</li> </ul> <p>Experience of leading the interface with external stakeholders</p>	<ul style="list-style-type: none"> <li>• Experience working alongside Directors and Senior Managers within the public sector</li> </ul>
<b>Criteria relating to Safeguarding</b>	<i>This role required a high level of confidentiality</i>	

### Core Accountabilities, Attributes and Behaviour Indicators

#### Delete as appropriate:

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 1 to 3 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.**