

PERSON SPECIFICATION

The Person Specification clearly describes the skills/abilities/personal qualities needed to successfully undertake the duties of the post. It is agreed by the Panel prior to advertising and is used as the sole means of selecting candidates for interview. In developing job descriptions & person specifications, the Council will have due regard to its commitment to equality & diversity by ensuring that job criteria are relevant to the successful undertaking of the job and do not indirectly or disproportionately disadvantage any individual on the grounds of gender, age, disability, race/ethnic origin, religion or belief, sexual orientation, caring responsibilities or social status, unless it can be justified on objective grounds.

POST TITLE: Corporate Risk Advisor		
<u>ATTRIBUTES</u>	<u>ESSENTIAL:</u> The minimum acceptable level for safe and effective job performance	<u>DESIRABLE:</u> The attributes of the ideal candidate
<p><u>ATTAINMENTS/ EXPERIENCE</u></p> <p>1.Educational (e.g. qualifications, membership of professional bodies)</p> <p>2.Occupational (e.g. experience)</p>	<p>A recognised qualification in risk management (Certificate/Diploma in Risk Management or Undergraduate/ Postgraduate degree in Risk Management) or considerable relevant experience in managing risk in a similar regulated sector.</p> <p>Experience: Considerable relevant experience in a similar role. Extended or significant relevant experience, in developing and implementing policies and procedures (ideally relating to corporate governance issues). Extended or significant relevant experience in developing systems and databases to monitor progress against actions. Considerable relevant experience, , in providing support to meetings. Considerable relevant experience, or more, in providing advice and guidance to all levels of staff from Chief Officers/senior managers to first line supervisors. Considerable relevant experience, , in working with colleagues and others to enforce compliance with internal policies and strategies, reporting on the same, and contributing to the design and developments of programmes of activities to achieve delivery of a corporate strategy/policy or similar.</p>	<p>Registered Risk Practitioner status</p> <p>An understanding of the issues currently facing local government</p>

<p><u>SKILLS & ABILITIES</u> (e.g. work ethic, motivation, judgement, initiative, analytical skills, problem solving skills, report writing skills)</p>	<p>Interpersonal Skills: The ability to deal effectively with a wide range of people with tact and diplomacy. The willingness and ability to work as part of a team. The ability to build good working relationships with colleagues. Strong influencing and negotiating skills.</p> <p>Organisational Skills: The ability to work effectively to tight deadlines and with minimal supervision. To manage time in order to meet conflicting work demands and deadlines. To reprioritise work quickly in the light of unexpected events. To concentrate for prolonged periods, alongside working to deadlines. The ability to work within established corporate policies/procedures using own initiative and discretion to achieve the improved corporate outcomes, and the ability to work effectively with limited access to or direction from senior colleagues.</p> <p>Mental Skills The ability to analyse complex information and to develop strategies or corporate plans/policies that require very complex activity, some of which strategies and others may be in place for 3 or more years.</p> <p>Communication Skills: The ability to communicate verbally in a clear and effective way, both face to face and on the telephone. The ability to explain complicated and sensitive information, some of which might be sensitive or receive a negative reaction, and with a range of audiences, including senior Council officers, elected members and the public. The ability to advise counsel, negotiate and persuade. Good written communication skills. Presentation skills. Facilitation skills.</p>	
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<p><u>SPECIAL APTITUDES</u> (e.g. numerical skills, manual dexterity, driving licence)</p>	<p>Knowledge of Microsoft Office – Word, Excel etc</p> <p>The biggest challenge for the post holder is achieving a cultural change within the organisation in relation to the ownership and management of both strategic and operational risks and the integration of risk management into everyday working.</p> <p>Crucial to the success of the role is the ability to identify and manage the expectations of senior managers and Chief Officers. Tact and diplomacy are as vital as assertiveness and the ability to gain credibility in relation to all issues regarding risk management.</p> <p>The Corporate Risk Advisor is also required to maintain up-to-date knowledge of the latest changes and best practice within the field of risk management and corporate governance and ensure continuous development of the Council's strategy, policies and procedures accordingly.</p>	<p>Knowledge of Microsoft Access</p>
<p><u>ANY ADDITIONAL JOB RELATED REQUIREMENTS</u> (e.g. ability to work irregular hours, shifts)</p>	<p>-</p>	
<p>DISABLED APPLICANTS AND GUARANTEED INTERVIEWS</p> <p>Under the 'Disability Confident' initiative, an applicant who indicates they have a disability and who meet the essential requirements for the vacancy will be offered a guaranteed interview.</p>		

Date produced: 5 January 2024