

JOB DESCRIPTION

<u>Post Title:</u>	Corporate Risk Advisor
<u>Post Number:</u>	14080
<u>Grade:</u>	Grade 10
<u>Service:</u>	Legal, Democratic, Digital & Customer Services
<u>Section:</u>	Legal Services
<u>Responsible to:</u>	Head of Legal, Democratic, Digital & Customer Services (or their deputy)

A key role in the delivery of improved risk management practices throughout the Council, including Council services within the Inverclyde Health & Social Care Partnership.

Main Duties and Responsibilities

1.	Develop and maintain risk management related policy, strategy, operational processes and products, ensuring the Council's procedures are kept up to date and are continuously reviewed and communicated in line with best practice industry standards.
2.	In liaison with the Head of Legal, Democratic, Digital & Customer Services (or their deputy)/the S95 Officer and CMT, annually conduct a review of the effectiveness of the risk management arrangements for both the Council and (as regards Council services) the Inverclyde Integration Joint Board, to feed into the draft annual Statutory Statements on Internal Control for the Council as prepared by the Chief Internal Auditor, including reviewing previous Statements and providing updates on progress.
3.	Support service areas in their maintenance and timely updating of the Corporate, Directorate and Service Risk Registers, and their compliance with the Council's Risk Management Strategy, including the associated reported to Council Committees. Liaise directly with Chief Officers and CMT for frequent updates.
4.	Undertake risk reviews and develop processes which support the Council in addressing its key strategic requirements.
5.	Ensure effective management and co-ordination of the Corporate Risk Management Group. Liaise regularly with relevant officers in relation to the agenda to ensure that all necessary documentation is prepared and quality assured, minutes produced and actions completed by relevant officers.
6.	Provide proactive and reactive advice and guidance across the Council to all employees on issues pertaining to risk management and the Council's risk registers and ensure the accurate identification, escalation, reporting and monitoring of risks faced by the Council and its services, where appropriate providing constructive challenge to colleagues to support active and appropriate risk management practice.
7.	Arrange paperwork and materials for and delivery of risk management training/workshops as appropriate, including for senior officers and Elected Members.

8.	Work closely with other employees involved in aspects of risk management (e.g. managers, emergency planning officer, risk financing officer, health and safety officers) to ensure a high standard and consistent approach across the Council, and in supporting colleagues in responding suitably to unanticipated risks and challenges that may occur.
9.	Research best practice and maintain up to date knowledge on risk management issues to ensure the Council understands its responsibilities and options in respect of risk management and corporate governance.
10.	Any other duties and responsibilities as directed by line management.

Note: Where relevant, the general statements contained in this job description should be considered in the context of their relationship with other Council Policies, Procedures, operating arrangements, and other statutory responsibilities of Officers.

Date Produced: 5 January 2024