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| Location: | Foundation Office, Edgbaston Park Road, Edgbaston |
| Accountable to: | Director of Strategic Management |
| Direct reports: |  |
| Hours of work: | 35 hours per week (with some evening meetings) |
| Salary: | £45,000 |
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| **Purpose of the role** | |
| To provide professional support to the Director of Strategic Management in order to:   * Take forward the Foundation and Academy Trust-wide risk assurance framework. * Take ownership and oversight of the Foundation and Academy Trust’s suite of policies and approach to risk management. * Provide a key link between the central Risk and Policy function and the schools across the Foundation and Academy Trust. * Coordinate the production, maintenance and reporting of risk registers across the Foundation and all of its constituent schools including working with stakeholders to embed risk management consideration as part of regular strategic and operational planning processes. * Oversee the internal controls environment across key risk areas including the coordination of self-assessment and other periodic checks on their effectiveness in managing key risks. | |
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| **Principal responsibilities and duties** | |
| * Take responsibility of the Foundation and Academy Trust’s approach to risk management, extending the framework to cover all schools. * Ensure that a comprehensive risk assurance framework is applied to all strategic, financial, operational and compliance risks. * Work with relevant colleagues to oversee the prioritisation, planning and delivery of internal audit activity as part of the risk assurance framework, ensuring a high level of communication with colleagues across the organisation. * Carry out data mapping activities to support the assessment of organisational data privacy risk. * Oversee the Foundation and Academy Trust insurance provision, ensuring appropriate cover is in place for both entities. * Draft, monitor and review policies and procedures for timely submission for Board approval. * Ensure that all entities of the Foundation and Academy Trust have up-to-date and compliant policies and statutory information on their websites. * Compile relevant reports for Foundation and Academy Trust Committees and Boards, and present these when required. * Liaise with the Foundation and Academy Trust’s legal advisors and other third parties such as internal and external auditors as required. * Maintain easily accessible and auditable records. * Line manage the members of the risk and policy team. * Work with school-based staff to ensure any remedial action is undertaken promptly in response to risk and policy issues. * Contribute to relevant committees and working groups. * Play a full part in the life of the academies’ communities and support the Academy Trust ethos. * Work flexibly and support occasional evening and weekend events, the annual Entrance Test and to participate fully in academy life. | |
| General responsibilities and duties | |
| * To develop a clear understanding of the Foundation and Academy Trust’s vision, mission, and strategic aims and to actively support these, including safeguarding student safety and equal opportunities. * To remain up to date with the Foundation and Academy Trust’s policies, procedures and code of conduct and always uphold these. * To identify and undertake relevant training to enable continuing professional development, where resources allow. * To prepare for and proactively engage in the performance review cycle with your line manager. * To attend appropriate internal and external meetings, as directed by your line manager. * To undertake such other duties as are agreed as being in keeping with the general nature of the job and its grade.   The post holder will be required to attend meetings and to travel off-site and will be required to attend some evening meetings. The successful candidate will be required to fulfil an enhanced DBS check.  This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description. Job descriptions will be updated or amended from time to time to reflect such changes. | |
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| **Person Specification** | |
| Essential | Desirable |
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| Knowledge and experience | |
| Experience of risk and policy management within an organisational setting |  |
| Experience of project management, planning and delivering against organisational objectives. | Experience of liaising with third parties such as auditors and regulatory bodies |
| Experience of using relevant systems to manage risk and policy activities effectively. | Experience of budget management. |
| Communication skills sufficient to:   * converse at ease with senior managers, academy staff and contractors, * provide advice to such colleagues and external contacts and * undertake complex negotiations. | Experience of risk and policy management within an educational setting. |
| Literacy skills sufficient to write succinct and professional management papers and reports. |  |
| Numeracy and analytical skills sufficient to be able to prepare reports and manage detailed budgets. |  |
| Highly competent in using Microsoft office applications including Excel. |  |
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| Qualifications | |
|  | Educated to degree level or equivalent qualification or work experience in a relevant area/s. |
|  | Membership of a recognised body in risk and/or policy management |
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| Competencies | |
| Ability to influence and persuade others |  |
| Ability to drive change |  |
| Ability to deliver at pace |  |
| Strategic thinking |  |
| Influencing and persuading |  |
| Acting on integrity |  |
| Delivering quality |  |
| Team focussed |  |
| Proactivity |  |
| Flexibility |  |
| Reliable and adaptable |  |