

## JOB DESCRIPTION

<b>Job Title:</b>	Strategic Risk Manager
<b>Department / Unit:</b>	Strategic Planning and Change
<b>Job type</b>	Full-Time, Permanent, Professional Services - CFO
<b>Grade:</b>	Grade 8
<b>Accountable to:</b>	Deputy Director (Strategic Policy)
<b>Accountable for:</b>	None at present, but line management may be required at a later date
<b>Purpose of the Post</b>	
<p>The role sits within the Strategic Planning directorate at Royal Holloway, University of London.</p> <p>This Directorate is responsible for providing management information, analysis, insight and project management support to the university as part of the strategic planning process and the delivery of the university's strategic objectives.</p> <p>The post holder will play a significant role in managing the institutional risk register for the university, working with the senior management team to ensure that effective and appropriate management systems are in place to reduce or mitigate the impact of events. This will include leading engagement with and adherence to risk management, embedding best practice into the institution, and ensuring that we can keep pace with external change.</p>	
<b>Key Tasks</b>	
<p>The post holder will be the central point of contact, providing advice, guidance, training and support across the institution on all matters relating to risk management. They will also have responsibility in supporting business continuity and major incident planning.</p> <ol style="list-style-type: none"> <li>1. To maintain the University's institutional Risk Register and provide updates to key committees of the institution and its Council.</li> <li>2. Ensure alignment between the institutional register and the School / Directorate level risk registers, owned by heads of each area. This will involve close liaison with relevant colleagues to support the development and ongoing management of local risk registers.</li> <li>3. Act as a source of key expertise on risk management for the institution, providing expert support, advice and analysis for the development of risk mitigation, risk registers and risk policy.</li> <li>4. Support risk owners in identifying, assessing and monitoring risks and impact, recommending mitigating actions as appropriate.</li> </ol>	

5. Continue the development and maintenance of a risk management policy, and system of risk management across the University.
6. Promote the use of the Risk management Framework in order to ensure that risk management is fully embedded throughout the organisation and considered a business-as-usual way of working.
7. Report to the Audit, Risk and Compliance Committee providing assurance on Risk Management and compliance with external regulatory requirements.
8. Working with the Director of Strategic Planning and the senior management team, lead on the development of a continuous improvement plan for risk management within the organisation.
9. Develop processes, procedures and templates for the identification, assessment, management, reporting and monitoring of:
  - a. University strategic risk, working with the Senior Leadership Team;
  - b. Local/organisational risk, in conjunction with Executive Deans and Directors of Professional Service Directorates.
10. Develop and deliver risk training and workshops to governors, management and staff within the university.
11. Lead on inculcating a culture of sound risk management and ownership at all levels of the organisation
12. Work closely with the Health and Safety department to align business continuity with risk management processes, and to support with business continuity where required.
13. Liaise and network with external bodies, and wider sector planning community, to ensure the university keeps up with external change and to provide recommendations as required.
14. Act as a trusted advisor by supporting and guiding senior executive decision-making processes.
15. Display ongoing commitment to equality, diversity and inclusion at the university, drawing on experience of working in inclusive workplaces.

#### **Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted, however the primary place of work is Egham / hybrid.

#### **Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:

- Senior Leadership Team
- Strategic Planning directorate
- Professional Service Directorates
- Academic Schools and Departments
- External bodies including HESPA, JISC, OfS as required
- Higher Education sector networks

## PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

**Job Title:** Strategic Risk Manager

**Department:** Strategic Planning and Change

	Essential	Desirable	Tested by Application Form/Interview/Test
<b>Knowledge, Education, Qualifications and Training</b>			
Degree or equivalent experience.	E		Application Form
Relevant professional qualification or training.		D	Application Form
<b>Skills and Abilities</b>			
Excellent interpersonal skills with the ability to develop effective working relationships with colleagues at all levels and across organisational boundaries.	E		Application Form / Interview
Excellent planning and organisational skills, and flexibility in order to manage variable workloads and changing priorities.	E		Interview
Extensive knowledge of risk management tools, processes and techniques to effectively manage and report on risk.	E		Application Form / Interview
Excellent written and oral communication skills, including effective and engaging presentation skills and the confidence to present to senior colleagues.	E		Application Form
<b>Experience</b>			
Significant experience of working with senior teams in a complex organisation in a position related to risk management.	E		Application Form / Interview
Ability to demonstrate good practice in risk management from either industry or public sector that is applicable to the HE sector.	E		Application Form
Experience of facilitating workshops		D	Interview
Experience of working in inclusive workplaces and supporting initiatives to improve behaviours, values, and Equality, Diversity & Inclusion.		D	Interview
<b>Other requirements</b>			
Demonstrable evidence of commitment to continuing personal development and the identification of good practice.	E		Application Form

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge and understanding of the key challenges facing the HE sector and the impact of these on Royal Holloway.	E		Interview
Ability to work with a high level of discretion in a political and sensitive environment to achieve consensus.	E		Interview