

# RISK MANAGEMENT OFFICER

**SALARY GRADE: HBC9**

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## WORKING AT HALTON

All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will be expected to deliver outstanding service, and strongly align with the values which define our workplace culture:

- Working Together – building fantastic relationships with colleagues and customers
- Continuous Improvement – keeping great service delivery at the heart of everything we do
- Personal Growth – learning, growing and developing ourselves
- Accountability – doing what we say we are going to do
- Inspiring Leadership – positive role models and leading by example

To read more about our values, click [HERE](#)

**We are immensely proud that when asked what's great about working for Halton, the most popular response from our employees has been 'our colleagues'.**

Aside from working with a great team, our employees have access to a fantastic range of benefits, including:

- A generous annual holiday allowance starting at 34 days per year (including bank holidays) pro rata, increasing with long service
- Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
- 3 x Salary Life Cover via Local Government Pension Scheme
- Investment in your personal development
- Free Car Parking at HBC sites
- Flexible / hybrid working arrangements available
- Extensive employee benefits platform including discounted shopping, car leasing, gym memberships, wellbeing hub and Employee Assistance Programme.

For further information about all the benefits we offer, please click [HERE](#).

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## ABOUT THE JOB

To support the Council in identifying, assessing, monitoring and reporting organisational risks. The post-holder will ensure that risk management is embedded across all services and that the Council meets its statutory, governance and regulatory responsibilities.

This is an independent role that will require resilience, self-sufficiency and autonomy, reporting to the Head of Audit, Procurement and Operations.

More specific responsibilities include:

- Maintain and monitor the Corporate and Directorate/Service Risk Registers.
- Work with services to identify risks, assess likelihood and impact, determine risk scores and evaluate the effectiveness of controls.
- Support officers in developing mitigation plans and monitor their implementation.
- Prepare clear, accurate risk and governance reports for senior management and relevant committees, including the Audit & Governance Committee.

- Provide specialist advice, guidance and training on risk management policies, frameworks and procedures.
- Lead on the development and review of corporate risk management policies, strategies and toolkits.
- Maintain effective communication with services, senior managers and partners on risk developments, emerging issues and good practice.
- Support the Council's approach to business continuity, insurance, incident investigation, compliance and governance as required.
- Ensure work is carried out in accordance with information governance and data protection standards.
- Promote continuous improvement and contribute to the development of a strong organisational risk culture.

### **Other Responsibilities**

- Maintain professional knowledge through continuous learning and development.
- Keeping abreast of good practice via appropriate networks.
- Support Council-wide initiatives to strengthen governance, performance and assurance.
- Demonstrate and embody the Council's values, behaviours, equality and diversity commitments.

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## **ABOUT YOU**

For this role you will need degree-level or equivalent relevant professional qualifications, or expertise and be able to demonstrate evidence of personal and professional development. Professional training, experience or qualifications in risk management, audit, governance, compliance or business continuity to work towards a relevant qualification.

It would also be desirable for the applicant to have membership of a relevant professional body; as well as a certification in risk, audit, governance, business continuity, data protection or health & safety.

### **Experience**

#### **Essential**

- Experience in risk management, audit, compliance or governance.
- Experience developing or maintaining risk registers.
- Producing reports for senior managers and committees.
- Working collaboratively with multiple departments and stakeholders.

#### **Desirable**

- Experience within local government or the wider public sector.
- Experience in business continuity, insurance, incident reviews or health & safety risk assessments.
- Delivering training or guidance sessions.

### **Knowledge & Skills**

#### **Essential**

- Understanding of risk management principles, internal control and governance frameworks.
- Ability to analyse information, evaluate risks and identify suitable mitigations.
- Strong communication skills, with the ability to present complex information clearly.
- Competence using Microsoft Office applications and ability to learn, implement and maintain risk management systems.
- Strong organisational and prioritisation skills.

**Desirable**

- Knowledge of legislation relevant to local authority governance, risk, information management, and health & safety.
- Awareness of ISO 31000, COSO frameworks or business continuity standards.

**Personal Qualities**

- Integrity, professionalism and discretion when handling sensitive information.
  - Analytical thinker with sound judgement.
  - Proactive, self-motivated and able to work independently.
  - Attention to detail and methodical working approach.
  - Able to influence and build constructive relationships.
  - Resilient and adaptable under pressure.
  - Commitment to equality, diversity and inclusion.
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