

Job Description

Job Title	Senior Risk and Business Continuity Officer
Grade	PO6
Reporting To	Risk, Business Continuity and Insurance Manager
JD Ref	CSUP0197P

Purpose

The Senior Risk and Business Continuity Officer will be a key strategic role in ensuring the Council maintains a robust risk management and business continuity framework that safeguards operations, services, and public confidence. The post holder will have a significant degree of autonomy and responsibility, leading the development and implementation of risk management and business continuity policies, and ensuring compliance with legislation, corporate policies, and best practices.

Working closely with senior management and service leads, the post holder will drive organisational change, proactively identifying risks and implementing mitigation strategies. The role will involve the formulation of policy, decision-making on key risk management strategies, and ensuring business continuity planning is embedded at a corporate level. The post holder will also liaise with external partners, deliver training programs, and assist in the continuous improvement of risk management processes.

The post holder will provide authoritative advice on risk, resilience, and business continuity, developing policies and governance frameworks that enhance the Council's overall strategic risk management approach. They will also lead on complex risk assessments and business impact analyses, making recommendations that influence corporate decision-making.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.
- Demonstrate professionalism and resilience in advising senior stakeholders on risk-related matters.
- Promote best practices in risk management, ensuring a consistent approach across departments.
- Work with integrity, and collaboratively, to deliver high standards across the team.
- Demonstrate awareness of, and compliance with, Council procedures and relevant statutory guidance in order to embed a culture within the organisation that is cognisant of the importance

of applying actions that minimise and effectively manages risk and plans appropriately for potential business disruption.

- Support the Risk, Business Continuity and Insurance Manager in their remit.

Team Leadership and Management:

- Support colleagues within the team, sharing knowledge and best practices.
- Provide guidance and training to operational teams across the Council to enhance compliance and risk awareness.
- Support management in delivering key projects and ensuring high standards of performance within the team.
- Through continuous personal improvement strengthen the tools, practices and impact of the service.
- Lead the development and implementation of risk management and business continuity policies, ensuring they are aligned with corporate objectives.
- Formulate and influence Council-wide policies by advising on best practices in risk management and business continuity.

Communication, Engagement and Training:

- Collaborate with senior officers, service leads, and external partners to strengthen risk management and business continuity measures, offering advice and guidance that affects change across the Council.
- Develop guidance materials to support staff in their risk management responsibilities.
- Support the development and maintenance of risk registers, supporting business continuity planning, and providing advice and guidance to stakeholders across the organisation.
- Assist with the preparation of reports and presentations for senior management and committees.
- Support engagement with external auditors, regulators, and other key stakeholders on risk-related matters.
- Responding to Member's questions.
- Lead on training and upskilling teams across the organisation to embed a culture of risk awareness and business continuity planning.
- Raising awareness of risk management and business continuity best practices across the Council.
- Prepare and present complex results and findings, in a format suitable for the intended audience, which is in a manner that facilitates improved operations in the Council.
- Engage in appropriate professional networks to ensure that the team benefits from others, developing new ideas and approaches from this engagement.
- Develop good understanding of Directorate activities and their business risks. In doing so apply personal initiative and professional judgement, including analytical skills, to develop and produce new ideas and solutions for business issues.
- provide advice on risk mitigation strategies, identifying emerging risks and recommending appropriate responses.
- Support the development and implementation of business continuity plans to ensure organisational resilience.



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Data Analysis and Decision-Making:

- Use risk data and analytics to inform decision-making and improve risk management effectiveness.
- Analyse trends in risk registers to identify areas requiring additional control measures.
- Assist in reviewing and enhancing the Council's risk reporting mechanisms.
- Conduct business impact assessments to identify critical services and potential vulnerabilities.
- Assist in the testing and validation of business continuity plans through exercises and simulations.
- Use robust data analysis to support the assessment of organisational resilience and recommend actions to address emerging risks.
- Take the lead on business impact assessments across services, ensuring resilience planning is robust.

Performance Management:

- Monitor and evaluate risk management and business continuity initiatives to ensure continuous improvement.
- Track key performance indicators related to risk management and business continuity, providing insights for senior management.
- Ensure that risk management and business continuity arrangements align with the Council's strategic objectives.
- Support management in setting standards for how business continuity planning is undertaken and how maintaining and reviewing risk registers in a systematic way can support this endeavour.
- Support the adopted corporate approach to, and a defined timetable for, the review/presentation of Corporate, Directorate and Management Risk Registers and business continuity plans.
- Take responsibility for ensuring that personal performance outcomes align with the team's objectives and accordingly are in line with Council's strategic goals and statutory responsibilities.

Compliance:

- Ensure adherence to relevant risk management, business continuity, and corporate governance policies.
- Maintain awareness of current legislation and industry standards, ensuring that the Council remains compliant with statutory requirements.
- Support efforts to improve compliance with corporate risk management and business continuity frameworks.
- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Provide direct input on all aspects of risk management and business continuity issues and developments in respect of corporate governance arrangements and oversight, making recommendations on improvements to key corporate policies and processes as appropriate.
- Take ownership of organisational-wide compliance monitoring, ensuring risk management principles are integrated into corporate decision-making.



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Other:

- Act as a key point of contact in major incidents or risk-related crises, advising on appropriate responses.
- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

Essential criteria:

- A degree-level qualification and/or significant professional on-the-job experience.

Desirable criteria:

- A degree in a related field.
- Accreditation in risk management/business continuity planning.
- Appropriate continuing profession development as per the professional institute to which you are a member of.

Knowledge & Skills

Essential criteria:

- Strong understanding of risk management and business continuity principles.
- Ability to analyse and interpret complex information to provide clear and practical recommendations.
- Effective communication skills, including report writing and presenting findings to senior stakeholders.
- Strong organisational and problem-solving skills, with the ability to manage multiple priorities.
- Knowledge of public sector governance and accountability frameworks.
- Proactive and adaptable, with the ability to work alone and as part of a team.
- The ability to influence colleagues to ensure that business planning, risk management and business continuity plans are addressed in a manner prescribed/agreed by the functional area.

Desirable criteria:

- Familiarity with new and emerging risk management and compliance technologies.
- Knowledge of new and emerging financial technologies and processes.

Experience

Essential criteria:



- Experience in risk management and/or business continuity planning within a large organisation.
- Proven ability to develop and maintain risk registers and business continuity plans.
- Experience working collaboratively with senior stakeholders and external partners.
- Strong track record of delivering improvements in risk management and business continuity arrangements.
- Proven ability to work to tight deadlines, effectively prioritising and managing stakeholders across multiple workstreams.

Desirable criteria:

- Experience of delivering improved control environments
- Experience of testing business continuity plans.
- Experience of supporting successful organisational responses to major incidents
- Experience in risk management and risk management/compliance framework design and implementation.

Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

Expected to work from a fixed location at times (subject to change).

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

- Lone working
- Working outside
- Work with VDUs (Video Display Unit) (>5hrs per week)

Approved By: Insert name & designation

Date Of Approval: Insert date (only upon final approval)



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