

## **JOB DESCRIPTION**

**Post Title:** Senior Risk Manager - Transport

**Directorate:** Delivery Directorate

**Reports to:** Head of Transport Portfolio

**Direct Reports:** Up to Three

**Key Relationships:** Governance Lead, Risk Managers, Portfolio management team, programme, delivery and project teams. WMCA Strategic Risk Management.

### **Role Purpose:**

The Senior Risk Manager will be responsible for establishing and maintaining a best practice risk management framework for the Portfolio Office. The post holder will play a critical role defining a risk management process and controls suitable for use in multi-modal transport infrastructure delivery and operations programmes and projects (i.e., road, rail, and metro), encouraging pro-active management, ensuring transparency, and enabling decision-making through project, programme, and strategic levels.

### **Responsibilities:**

- Working with colleagues, define and establish best practice risk framework and associated processes for Transport Portfolio Office.
- Establish and maintain a risk management manual and processes for portfolio.
- Work closely with the risk manager and colleagues in programme and project teams to implement best practice risk management as part of programme and project control systems.
- Establish and maintain risk management systems (such as ARM, Tableau, PowerBI) and create efficient, manageable processes that can be utilised by project and programme teams, including the creation of outputs to support project, programme, and portfolio reporting.
- Oversee and understand quantitative and qualitative risk management practices and ensure those practices are embedded into governance, assurance and planning for the portfolio.
- Monitor overall risk exposure and assess against the strategic objectives (including budget, time, quality, and resource) for the portfolio.
- Working with colleagues, establish risk assurance processes for programme and project levels and oversee the production of required risk reporting.
- Establish and maintain visibility of threat/opportunity trigger points/decision-points to facilitate risk cost profiling, timely drawdown of contingency or mitigation of threat/opportunity.
- Contribute to continuous improvement and maturation of risk management as part of maturing the portfolio.
- Contribute and work collaboratively as part of a high performing portfolio team, supporting the completion of delivery programmes and projects for major infrastructure and operations in Transport.

## Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			<b>Assessment Method</b>		
<b>Experience</b>	<b>E</b>	<b>D</b>	<b>App*</b>	<b>Int**</b>	<b>Other***</b>
Experience leading and managing risk up to strategic level, working to establish best practice in project and programme teams.	X				
Demonstrative experience creating risk management manuals and associated processes and systems and implementation of them for use in projects and programmes as part of a portfolio.	X				
Experience implementing qualitative and quantitative risk assurance practices to programmes and projects, and improving performance based on their outcomes.	X				
Facilitation of risk workshops and production of risk reporting up to strategic level.	X				
Line Management experience.	X				
Experience commissioning risk assurance and managing risk specialists in project and programmes.	X				
Experience of working in a sensitive political environment, and the ability to manage stakeholders both internal and external.		X			
Experience managing governance and approvals pathways for public sector (local and central government).		X			
<b>Skills/Knowledge/Abilities</b>	<b>E</b>	<b>D</b>	<b>App</b>	<b>Int</b>	<b>Other</b>
Knowledge of risk assurance processes (QCRA, QSRA in particular)	X				
Ability to influence and manage decision-making on risk up to strategic level.	X				
Ability to create accurate forecasting and actionable mitigation strategies for risk at a strategic level.	X				
Good collaboration and mentoring skills, ability to educate and implement new processes and policies in programme/project teams.	X				
Ability to work well under pressure, demonstrating agility, drive, and solution focused attitude.	X				
<b>Qualifications/ Professional Memberships</b>	<b>E</b>	<b>D</b>	<b>App</b>	<b>Int</b>	<b>Other</b>
Degree in relevant subject (Public Administration, Policy/Strategy, Project Mgmt. Construction Mgmt. or similar), or 5+ years' experience in similar role/equivalent experience	X				
Appropriate membership/qualifications/CPD: APM, IRM, CRISC or similar		X			

\* Application

\*\* Interview

\*\*\* Details will be shared at interview stage

## Core Expectations

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident and partner focused.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

### **Health and Safety**

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

### **Equality and Diversity**

To promote and champion equality and diversity in all aspects of the role.

### **Learning and Development**

To participate in and take responsibility of any learning and development required to carry out this role effectively.

### **Performance Management**

To actively engage in the performance management process and take responsibility for managing performance outcomes.

### **GDPR (General Data Protection Regulation)**

To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

### **Other**

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis.