**Job Description**

**Post Title:** GraduateRisk Partner

**Directorate:** Finance & Business Hub

**Reports to:** Risk Manager

**Direct Reports:** No

**Salary Band:** Graduate (SP 21 – 25)

**Key Relationships:**

* Project managers, risk managers and other colleagues across WMCA responsible for the management of project and programme risks. Programme Assurance and Appraisal colleagues responsible for assurance.
* WMCA enabling services managers responsible for setting compliance policies.
* Managers and Heads of Service across WMCA with a responsibility for updating our strategic risks.

**Role Purpose**

The Graduate Risk Partner will support the Risk Manager in the provision of a risk management service to the WMCA through the embedding of the Risk Management Framework (RMF). The Graduate Risk Partner will provide hands-on support to colleagues across the WMCA in applying the RMF, encouraging a consistent approach to the identification, management, mitigation and reporting of risks. They will support the development of risk registers and internal reporting processes and promote best practice ways of working. The Graduate Risk Partner will have a specific responsibility for assisting managers in the development of their risk management activity as programmes / projects progress through assurance and approval.

**Responsibilities**

* First point of contact for colleagues responsible for the development and delivery of WMCA projects progressing through the assurance and approval process; providing guidance on the development of project risk registers and the application of Risk Management Framework fundamentals.
* Collating and reviewing all compliance assurance information, to ensure Business Management Panel, Risk Manager and Head of Internal Audit can consider the assurance information available and agree risk mitigation activity where necessary.
* Reviewing operational/directorate risk registers from across the WMCA – as used in Designated Sign-Off meetings or Leadership team meetings.
* Maintaining the Strategic Risk Register, liaising with Directors and Managers to ensure updates to existing risks and the identification and assessment of new risks is undertaken consistently.
* Working with the Risk Manager to seek longer term solutions for risk management, including the better use of technology to streamline processes, improving the transparency and availability of risk information across teams.

**Person Specification**

|  |  |
| --- | --- |
| *Please specify (X) whether the experience required is Essential (E) or Desirable (D)* | **Assessment Method** |
| **Experience** | E | D | App\* | Int\*\* | Other\*\*\*  |
| Experience of working through a problem or question to identify effective / pragmatic solutions | X |  |  |  |  |
| Evidence of analysing a range of information, and drawing out the salient points  | X |  |  |  |  |
| Experience of providing support to others  |  | X |  |  |  |
| Evidence of producing reports and presentations for a range of purposes |  | X |  |  |  |
| **Skills/Knowledge/Abilities** | E | D | App | Int | Other |
| Strong communication and interpersonal skills to engage stakeholders and colleagues across the WMCA.  |  | X |  |  |  |
| Self-motivated, able to work on own initiative to manage a varied workload and prioritise work to meet deadlines.  | X |  |  |  |  |
| High levels of honesty, probity, integrity and confidentiality. |  | X |  |  |  |
| Able to collaborate and be a team player, providing practical and pragmatic support to colleagues. |  | X |  |  |  |
| Proficiency in Excel, Word and PowerPoint  |  | X |  |  |  |
| Good analytical and organisational skills, able to review information and determining the best approach |  | X |  |  |  |
| A willingness to undertake additional learning, and develop new skills  | X |  |  |  |  |
| Understanding of Risk Management practices would be beneficial but not essential. |  | X |  |  |  |
| **Qualifications/ Professional Memberships** | E | D | App | Int | Other |
| Degree (or other level 6 qualification). | 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 focussed. |
| 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.

The employee will undertake shadowing of TfWM Programme Delivery Risk Managers, to help develop understanding of the practical application of risk management at programme and project level.

**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