

Job Description

Post Title: Risk Manager

Directorate: Delivery Directorate

Reports to: Senior Risk Manager –Transport Portfolio Office

Direct Reports: None

Salary: SP40 - 44

Key Relationships: Snr Risk Mgr, Portfolio management team, Programme, Delivery and Project teams.

Role Purpose:

Accountable to the Senior Risk Manager for Transport Portfolio Office, the risk manager will be responsible for ensuring that robust risk and issue processes and disciplines are embedded and practiced by project and programme teams as part of the portfolio. This post will pro-actively manage these processes and ensure systems are implemented to support mitigations and reporting, working with projects, programme teams and associated colleagues across the organisation.

Responsibilities:

- Implement and coordinate best practice risk management across the delivery directorate projects and programmes. Establish and integrate best practice risk management to project and programme management controls; schedule, cost, commercial, quality, change, and assurance and schedule, working to ensure efficient, robust, compliant escalation pathways exist.
- Support and advise project and programme teams in a collaborative manner to establish transparency and pro-active management, embedding risk and issue reporting that will inform decision-making and lead to successful mitigations.
- Manage development and maintenance of risk and issue systems and processes and documentation, contribute to improving risk management processes to ensure a long-term best practice model.
- Support programme and project managers to facilitate risk workshops, identify and record outcomes appropriately, create actionable plans and provide expertise on mitigation methods.
- Work with portfolio and technical service colleagues to establish risk assurance methods and actionable reporting/plans for project and programme teams.
- Lead/oversee the completion of risk assurance work internally and by external commissions in line with a braider integrated audit and assurance plan.

Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			Assessment Method		
Experience	E	D	App*	Int**	Other***
Experience implementing and maintaining risk management processes and systems for major infrastructure programmes and projects (preferably transport).	X				
Experience managing risk and issue processes and establishing actionable mitigations plans with project and programme teams.	X				
Experience establishing and setting risk matrices, escalation thresholds and establishing clear processes enabling decision-making.	X				
Experience executing risk assurance practices (qualitative, quantitative).	X				
Experience advising and working collaboratively in a large multi-disciplinary team.		X			
Experience of working in a sensitive political environment, and the ability to manage stakeholders both internal and external.		X			
Skills/Knowledge/Abilities	E	D	App	Int	Other
Knowledge of risk and issue management process requirements for major infrastructure projects.	X				
Knowledge of risk assurance processes (QCRA, QSRA in particular)	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				
Qualifications/ Professional Memberships	E	D	App	Int	Other
Degree in relevant subject (Transport, Business Administration, Project Mgmt. or similar), or equivalent 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.