

Technical Specialist (Tier 4)

Technical Specialist – Corporate Risk and Assurance Manager

Directorate:	Resources
Accountable to:	Strategy and Commissioning Manager (Pensions, Treasury, Audit, Risk, and Insurance)
Accountable for:	No directly managed budgets or line-managed staff. Contributory responsibility for the organisation's management of risk and corporate assurance. May lead and co-ordinate multi-disciplinary groups brought together to progress risk and assurance activities.
Politically restricted post	Yes

Context

You will play an active role working with senior managers across the organisation to deliver our organisational outcomes.

As the organisation's corporate lead for risk and assurance you will provide a high level of expertise in your professional discipline. You will design and shape solutions to help the organisation and its services to deliver their objectives.

You will develop and maintain good working relationships with our range of key stakeholders including senior manager, statutory partners, service providers, the voluntary sector and customers.

Specific role assignment

Subject Area responsibilities	<p>Lead officer and subject matter expert within the organisation for the management of risk and assurance, ensuring that appropriate arrangements are in place for the identification, evaluation, and management of these activities.</p> <p>Promoting risk management and corporate assurance as integral components of the way that the organisation and the people and services within it manage their activities.</p> <p>Specific responsibilities:</p> <ol style="list-style-type: none">1. To drive and co-ordinate the design and implementation of improvements and developments in the way the organisation manages risk and assurance.
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	<ol style="list-style-type: none">2. To be the organisation's lead officer / subject matter expert on risk management and corporate assurance.3. Establishing the organisation's appetite and tolerance to risk and ensuring it is owned and controlled by the correct stakeholders within organisation.4. Establishing and maintaining appropriate documentation of policies and procedures including a Risk Management Framework and a Corporate Assurance Framework.5. To provide regular and ad hoc reports to and advise senior management teams and senior officers on risk and assurance matters.6. To ensure appropriate arrangements are in place to facilitate the management and reporting of risk and assurance at appropriate levels of the organisation in ways that suit the relevant audiences and objectives.7. To commission and manage any contracts the organisation may need in respect of risk and assurance management services.8. To build linkages between the insurance programme and risk and assurance management processes.9. To co-ordinate any function specific risk management or assurance improvements with wider corporate arrangements, for example relating to project management.10. To work closely with other functions that inter-relate with risk and assurance, in order to ensure suitable information sharing, for example programme management, insurance, financial planning, audit, etc.11. To ensure that risk and assurance processes enhance the overall control environment without becoming overly burdensome to front line services.12. Providing risk and assurance input into business continuity planning for the organisation.13. Ensuring appropriate long-term arrangements are in place for training and support to managers in respect of risk and assurance.
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	<p>14. Creating risk and assurance arrangements that are self-sustaining in the long term by building processes into business-as-usual operations.</p> <p>15. Providing advice, support, and co-ordination to other staff who have a responsibility for risk or assurance as part of their role, for example risk champions in service areas.</p> <p>16. To support the development of relevant corporate documents, policies, and plans for example the Annual Governance Statement and council business plans.</p> <p>17. Maintain strong links with corporate policy, strategy, and planning services.</p>
Statutory responsibilities (if applicable)	None
Specific experience	<p>Essential</p> <ul style="list-style-type: none"> • 2 Years post qualification experience, or qualified by experience • 5 years of experience working in a large complex organisation • Previous experience of a role with a significant element of risk and / or assurance management • Leading and delivering changes in policy and practice, co-ordinating input and support from others • Creating and fostering ownership and buy in from the people who ultimately have to manage the risks in their areas of responsibility • Communicating with stakeholders at all levels • Thinking strategically and connecting strategy to activity at an operational level • Designing and writing complex reports that are concise, and which promote and support sound decision making • Being committed to equality • Using IT effectively • Influencing and persuading others • Good understanding of how systems can be used to support risk management • Excellent interpersonal skills, negotiating, influencing, motivating others

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	<ul style="list-style-type: none"> Resilient and able to work in a pressured and deadline driven environment with many challenging priorities <p>Desirable</p> <ul style="list-style-type: none"> Risk and / or assurance related qualification Sound and detailed understanding of different risk and assurance models A good understanding of local government and the environment within which it operates A good understanding of local authority risk Experience of implementing new policies and processes, or of implementing significant changes to them Experience of managing and delivering projects Able to matrix-manage and co-ordinate multi-disciplinary teams to deliver shared objectives A good understanding of corporate assurance models (for example the 3 lines of defence model) and how to apply them.
Specific qualifications/and registration	A professional qualification in risk, insurance, audit, management, or finance.
FTE responsibility (line management)	None
Key stakeholder relationships	<p>Councillors</p> <p>Senior Managers (including the leadership team)</p> <p>Strategic Director for Resources</p> <p>Assistant Director Finance</p> <p>Governance and Policy</p> <p>Internal Audit</p> <p>External risk management consultants</p> <p>External risk management peers/network</p>

Generic capabilities of the role

Generic Capability	Descriptor
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Strategic thinking & planning	<ul style="list-style-type: none"> • Identification and design of solutions to meet business requirements for the service(s) • Contribute to short term (1 year) strategies and plans to meet demand for the service(s) • Use of insight, best practice and research to achieve service outcomes
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- Contribute to the commissioning intentions, key business measures and plans based on demand for the short term (1 year)
- Contribute to the 1-year delivery plan in conjunction with the delivery teams
- Contribute to the development of policies
- Ensure that insight, best practices, market research and trends are considered in the commissioning intentions.
- Create, identify and respond to opportunities to support the delivery of organisational outcomes.
- Encourage the development of new solutions to meet future organisational needs.
- Understand, articulate and implement best practices related to area of expertise

Generic Capability	Descriptor
Innovation & change	<ul style="list-style-type: none"> • Focus on new ideas, improvement and innovation • Problem solver

- Undertake periodic review(s) of technical specialism to maintain market awareness, identify areas of improvement, emerging thinking, legislative / regulatory changes
- Support the development of options appraisals to assess the most suitable means of achieving service outcomes.
- Solve complex technical problems effectively and quickly, via insightful diagnosis
- Shape long term solutions to meet service requirements
- Act as an agent and leader of change
- Demonstrate active engagement in improving organisational performance
- Provide expert advice to those engaged in activities where the technical specialism is applicable

Generic Capability	Descriptor
Influence & relationship management	<ul style="list-style-type: none"> • Relationship development and management • Influence and shapes the market • Thought leader • Collaborative working

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- Develop and maintain professional networks
- Support the development of key partnerships
- Increase the expertise of others to apply specialist knowledge leading to increased organisational capability.
- Support the shaping and influencing of the market
- Support any required consultation activities

Generic Capability	Descriptor
Finance & commercial	<ul style="list-style-type: none">• Effective budget setting and monitoring• Contract negotiation and commercial partnership management• Quality monitoring and measurement• Oversight of contract set up, establishment and ongoing monitoring

- Manage budgets in line with commissioning outcomes, including commercial and trading targets
- Take action where the performance of providers is unsatisfactory
- Ensure compliance to the specific statutory, compliance, contract, practice and performance frameworks
- Support the Delivery Manager in contract set up, establishment and management
- Manage the decommissioning of contracts where applicable

WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA

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High performing



Collaborative



Customer focused



Accountable



Trustworthy

Our Behaviours



do what
we say



move with
purpose
and energy



focus on
solutions



help people
and
communities
to find their
own solutions



build strong
working
relationships



be the
best we
can be

Strategy... the direction we will take to
achieve our outcomes



Plan... what we will do to achieve the strategy



Commissioning... the process of how we will plan,
purchase and monitor our services



Strategic Commissioning... the process for
understanding, planning and delivering services
to achieve the best outcomes



Operational Commissioning... the process for
meeting need at an individual level or to a
specific group



Delivery... providing services to our
customers

