



Job description

Risk and Assurance Analyst

Location: Canary Wharf, London with possible travel within the UK

Reports to: Risk and assurance manager

Grade: D

Job purpose

The post-holder will operate as part of the second line in a 'three lines of defence' model, working to ensure that the GPhC manages its risks and has in place the governance framework, policies, procedures and support it needs to function as an effective, proportionate regulator.

Main accountabilities

1. Lead the analysis required to support the development, implementation and review of GPhC enterprise risk management. This includes, but is not limited to:
 - Contribute to the GPhC having a complete and up-to-date understanding of its risk management context.
 - Review GPhC risk factors, identify trends and assessing the impact on the GPhC's risk profile.
 - Assess the effectiveness of controls, and proactively identify and propose improvements.
 - Contribute to the development and maintenance of the GPhC's Assurance Map
 - Deliver risk and assurance analysis for reporting for senior stakeholders (e.g. Senior Leadership Group, Audit and Risk Committee)
 - Provide assistance with training and advising staff on the GPhC's risk policies and procedures.
 - Delivery of testing required to inform assurance reviews for Audit and Risk Committee.

2. Undertake analysis required to ensure the Governance team acts to support continuous learning and improvement:
- Engage with teams across the organization to coordinate responses to corporate complaints.
 - Lead on projects to ensure that appropriate lessons can be identified and shared from the functioning of the corporate complaints mechanism.
 - Undertake appropriate reviews (including root cause analysis) on issues highlighted by the incident management process, and ensure findings are appropriately reported and shared.
 - Support the delivery of work on the Annual Audit Plan by co-ordinating the required meetings, fieldwork and document approvals.
 - Support the develop and documenting of policies and procedures.
 - Monitor and report on compliance and performance.
3. Carry out other governance tasks as required. This will mean covering other roles at times, including supporting the smooth running of Council and its Committees, as well as supporting the Information Governance team.

Knowledge and skills for this job

Essential **Desirable**

Proven ability to research complex issues and summarise findings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrable understanding and experience of risk analysis or management techniques at Masters level or equivalent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrable understanding and experience of data protection legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good interpersonal skills with the ability to deal comfortably with key individuals at all levels across the organisation and externally.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent organisational and administrative skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to deliver under pressure and ensure deadlines are met.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent oral and written communications skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attention to detail, a high degree of accuracy and a good level of numeracy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Good IT skills, including Microsoft Office (SharePoint experience helpful).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of coaching or advising others.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of working within a health, professional or regulatory environment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Education or training in a relevant field or recognised Risk Management qualification.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A demonstrable understanding of relevant laws and regulations relating to the protection of information, for example GDPR.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The knowledge and skills required for this role may change according to the needs of the GPhC.

Terms and conditions

- Salary:** The salary for this role is £30,237- £35,100. Salaries are usually reviewed in June. If you start after 1 March, your salary will first be reviewed in June of the following year.
- Hours:** 35 hours per week, from 9.00 to 5.00, Monday to Friday
- Holiday entitlement:** 30 days per annum, pro rata, plus all Bank Holidays