

Job Description & Person Specification

Job Title:	Risk and Assurance Officer
Directorate:	Resources
Reports to:	Governance Manager
Direct Reports:	None

Job Purpose

As a member of the Governance Team, provide proactive administrative support, to ensure the provision of an effective governance and assurance framework across the organisation.

Key Responsibilities

- Supporting the delivery of a wide range of governance work which ensures compliance with statutory and regulatory frameworks.
- Ensuring the internal control framework is supported through proactive administrative support of the internal audit programme, risk management and policy framework by:-
 - Taking a lead role in the facilitation of the annual internal audit programme ensuring arrangements are in place for audits, audit reports are shared and updated on completion of audit and a robust recommendations tracker is updated and maintained.
 - Working alongside risk owners to complete regular reviews and updates of the TRH risk database, ensuring risks are being managed appropriately.
 - Management of the TRH policy and procedure framework including continual review of TRH policies and procedures to ensure they remain up to date through liaison with policy owners.
 - Taking a lead role in the collation of information required to support TRH's insurance claims responses. Ensuring that information is complete, accurate and timely. Liaison with insurers and oversight of ongoing claims.
- Co-ordinating updates to the Compliance Dashboard to enable timely reporting to Executive and Assistant Directors.
- Monitoring and maintenance of the Compliance Dashboard to ensure all regulatory and legislative requirements are delivered.
- Accurately maintain meeting logs, registers, records and databases to ensure compliance with relevant TRH policies, statutory and regulatory requirements.
- Prepare documents for sealing and signing and record use of seal.
- Assist with the development and maintenance of the Business Continuity Plan.
- Support the Assistant Director of Governance and Assurance and Governance Manager with a wide range of governance activity in line with our governance framework.
- Provide cover for the Information Governance Officer (as required) through the collation of information required for subject access requests received to ensure we meet the GDPR requirements.
- Provide cover for the Governance Assistant (as required) through meeting administration, agenda planning, minute taking, sourcing/booking venues and arranging catering.

General Requirements

- Uphold the Group's Values, Code of Conduct and to be aware of and comply with the requirements of all the Group's Policy Documents and Statements and all relevant regulatory frameworks established by our Regulators.

- Build strong internal and external relationships and ensure great outcomes for our customers
- To promote equality, diversity and inclusion in the workplace.
- Ensure that you are polite, respectful and professional in all dealings with colleagues, tenants, customers and the wider community.
- To be aware of and apply the principles of Value for Money and Risk Management at a level commensurate with the responsibilities of the post.
- To be responsible for health and safety and welfare of yourself and all colleagues. Follow health and safety procedures at all times.
- To ensure the confidentiality of information and adherence to data protection requirements in respect of your work at all times.
- To ensure accurate data is entered onto ICT / housing management systems at all times and, where appropriate, complies with the requirements of the Data Quality standards and the Group's IT policies.

Person specification and qualifications

- Producing high quality written work, demonstrating attention to detail and ability to work flexibly to within tight deadlines.
- Working within the Governance environment to support the co-ordination and delivery of high-quality detailed work within deadlines.
- Evidence of being a self-starter to meet deadlines.
- Building positive and mutually beneficial relationships with colleagues and stakeholders
- Good knowledge and interest in social housing issues and services offered by registered providers and other housing regulatory bodies is desirable, but not essential.
- Excellent IT skills ability to use Microsoft packages including Word, Excel, PowerPoint, Ms Teams.
- Excellent administrative skills.
- Excellent oral and written communications.
- Governance or Risk qualifications are desirable
- Proactive focus on Continuous Professional Development (CPD)
- Knowledge of Social Housing Regulation and compliance, or similar regulated environment