**Risk Manager Job description**

**Job brief**

The post holder will be responsible for the professional management of a comprehensive health and safety/risk management programme and, in particular, for the introduction and/or implementation of measures to ensure the Hospitals obligations under prevailing health and safety legislation and the relevant sections of the National Safer Better Healthcare Standards are met in full.

**Responsibilities**

• Identifying potential regulatory and non-regulatory risks through thorough and ongoing risk assessments with relevant business leads;

• Liaising with the business to identify team specific risks to maintain & update the Business Risk Assessment;

• Evaluating identified risks against a variety of information & factors (e.g. documents /statistics /reports /trends) to provide commentary and recommendations about how to mitigate these risks;

• Driving service levels from the Risk & Compliance function to ensure that the operational risk needs of the business are serviced appropriately, through maintenance/reporting and controls of key areas;

• Establishing a comprehensive risk management framework across all jurisdictions;

• Identifying and managing Ogier's operational risk priorities;

• Ensuring the risk priorities are effectively addressed through a regular testing programme of the global policies, procedures, systems and controls;

• Initiating action to address any gaps or deficiencies identified during the remediation process;

• Providing insightful, quality reporting to internal Boards, Committees and other key stakeholders to support risk processes;

• Managing completion of the Annual Risk & Compliance Staff Declaration;

• Overseeing the Breaches, Errors, Omissions and Complaints log and the Professional Indemnity Insurance log;

• Contributing to Risk Committee meetings on current risk issues and developments;

• Maintaining an open and productive relationship with Ogier's insurers;

• Arranging the annual renewal of the PII and premises insurance;

• Notifying Ogier's insurers of internal and external claims on our policies;

• Overseeing and testing the Group Business Continuity Plan;

• Supporting the Head of European Compliance and Group Risk with ad hoc projects as required; and

• Maintaining the Group Risk site housed on the intranet platform.

**Requirements**

* Strong critical thinking and problem-solving skills.
* Ability to maintain confidentiality in all aspects of the job.
* Ability to manage multiple task with frequent interruptions.
* Ability to manage multiple priorities.
* Ability to diffuse and manage volatile and stressful situations.
* Ability to work with students with diverse backgrounds and abilities.
* Ability to promote and follow District policies.
* Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
* Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to supervisor.
* Knowledge of principles and practices of risk management activities such as risk identification/reduction, loss control, asset protection, employee safety, workers’ compensation programs, etc.