

Risk & Assurance Manager

Job Description

Pod: Governance

Stem: Governance

Reports to: Head of Governance

Direct reports: None



Red Kite's Expectations

At Red Kite we don't just work for our tenants, we work with them. We are committed to high standards of corporate governance and to having policies and services that meet the needs of our tenants and our staff. Building sustainable communities and a supportive and cohesive workforce is key to delivering our objectives as a community-based organisation. This role will work as part of our Governance team, where our focus is about not only ensuring compliance with relevant legislation and regulation, but mitigating risk and providing assurance to the Board on the security of our systems.

The primary focus of this position is to:

- Oversee and manage the risk management framework - Strategic Risks, Appetite and Tolerance Statement and Operational Registers
- Review of the risk policy framework and take the lead in assessing and facilitating Board and Senior Leadership sessions on risk management.
- Ensuring risk appetite and tolerance principles are actively considered and all significant decisions and projects we undertake.
- Management of the risk management function including embedding operational risk management practices
 - Ensuring that our three lines model are appropriate and we continue to embed throughout the organisation and remain compliant with regulation and legislations.
- Oversee GDPR compliance by providing guidance on relevant legislation, reviewing practices, and embedding robust procedures, including the delivery of training programmes.

Key Responsibilities

- Ownership of the Risk Management framework, reviewing and embedding operational risk practices, including providing support and challenge on risk assurance controls.
- Regular preparation and presentation of reports providing update and assurance on risk and GDPR compliance to the Audit and Risk Committee and Board and the Executive Leadership Team.
- Lead and oversight of the GDPR function, including data protection, managing subject access requests, providing guidance on GDPR compliance, and monitoring and reviewing relevant practices.
- Keep abreast of regulatory and legislative changes that would impact the business, and advice on impact and compliance ahead of change.
- Reporting on external benchmarking data – housing market analysis, sector risk profile and Housing Service Ombudsman spotlight reports and legal case updates to improve policies, strategies and service delivery.

- Assist the Head of Governance in delivering training and/or briefings on essential statutory and legislative issues to the Senior Leadership Team, Executive Leadership Team, Board, and relevant committees
- Design and implement a comprehensive Business Assurance Framework, ensuring its integration into organisational practices.
- Creation and ongoing review of policies that underpin the Risk Management Framework and ensure GDPR compliance.

Our essentials

- Extensive experience in creating, implementing, and integrating a Risk Management framework within an organisation
- Demonstrated experience in developing and implementing risk management and GDPR policies and procedures.
- Have experience of implementing GDPR compliance within an organisation
- Possess in-depth knowledge of GDPR legal and regulatory requirements, with proven experience in ensuring compliance, monitoring adherence, and successfully embedding best practices within organisational operations.
- Proven experience in preparing and presenting reports and recommendations to Board, Committees, and Senior Leadership Team
- Be able to build and maintain excellent working relationships with our partners and tenants as well as other key stakeholders
- Be a constructive and positive communicator at all times and at all levels with both tenants and colleagues
- Highly organised with attention to detail, prioritising and supporting staff in a busy environment

Added extras

- Solid interpersonal skills and be able to resolve differences of opinion
- Able to use your own initiative and work without the need for regular supervision
- Have an infectious 'can do' attitude that rubs off within the team and instils confidence in all around you

Qualifications, Skills & Experience

- Graduate calibre or relevant risk management qualification or equivalent
- Have significant risk management experience
- Have significant experience in working for regulatory bodies e.g. a Private Registered Provider, HoS, RSH etc.
- Have significant GDPR compliance experience