

Job Description

Job Title:	Risk and Assurance Officer
Reporting to:	Senior Risk and Assurance Manager
Department:	Strategy, Governance & Assurance
Direct Reports:	N/A
Budget:	N/A
JD date reviewed:	March 25
Job Level:	13
Job Family:	How we operate

Job Purpose

The Risk and Assurance Officer will play a crucial role in supporting the Senior Risk and Assurance Manager in ensuring robust risk management and assurance processes across the organisation. This role involves contributing to fraud prevention, internal audit contract management and the maintenance, ongoing review and development of Eastlight's Risk Management, Business Assurance and Internal Control Frameworks.

Key Strategic Responsibilities

- Enhance the culture of risk, fraud and assurance awareness
- Assist in the development and implementation of the risk management and assurance framework.
- Embedding Eastlight's values into risk management and assurance activities, by delivering high quality support to the business, ensuring the function acts as a guardian of trust to Board and external stakeholders, and developing the use of resident engagement
- Identifying emerging risks and communicating these to the business
- Assist in the development and implementation of fraud risk management activities – including the identification of emerging fraud risk and raising awareness of fraud across the business
- Support the Senior Risk and Assurance Manager in maintaining effective second line of defence activities.

Key Functional Responsibilities

- Co-ordinate annual corporate assurance statements.
- Manage and co-ordinate the regular update of operational risk registers and fraud risk assessments ensuring accuracy.
- Embed a robust corporate assurance approach, including supporting the business with ongoing maintenance of records such as the legal compliance tables and self-assessments against regulatory standards.
- Act as a critical friend for fraud risk assessments, operational risk and corporate assurance records.

- Conduct second-line assurance activities including testing internal controls and tracking the implementation of audit recommendations.
- Collaborate with other departments to provide guidance and support on risk management including the co-ordination of the update of operational and strategic risk registers.
- Chair meetings with other departments and ensure actions agreed are carried out in a timely manner and challenge management responses and approaches where necessary.
- Co-ordination and management of the internal audit contract - working with external providers and internal stakeholders to ensure high quality delivery.
- Manage the fraud register and fraud reports ensuring that information is accurately recorded.
- Contribute to the development and maintenance of risk and assurance documentation.
- Help with implementation and ongoing management of a digital risk management solution.
- Assist with the production and delivery of training and workshop sessions for fraud, risk management and assurance.

Person Specification

Education & qualifications	<ul style="list-style-type: none"> • Qualified or part-qualified in risk management, internal audit, or related experience. • Willingness to undertake further training and professional development is essential.
Experience	<ul style="list-style-type: none"> • Experience in either fraud, risk management, assurance, governance, compliance, internal audit or project management within a regulated environment, preferably in the housing sector or similar.
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent communication skills – both written and verbal • Strong interpersonal skills, capable of engaging with stakeholders at all levels and building relationships. • Independent, logical and analytical thinker • Ability to ask questions, challenge decisions and raise ideas for improvement in a constructive manner. • High quality administrative skills and someone who pays attention to detail • Organisation skills – being able to organise people and work to deliver to strict deadlines • Proficiency in risk management and assurance methodologies is preferred.