



Risk & Assurance Trainee

Job description and person specification



Job description – Risk & Assurance Trainee

Reporting to the **Head of Risk & Assurance**

People responsibility:

- Direct reports = **0**
- Indirect reports = **0**
- Total employees = **0**

Work location:

Hybrid - minimum one day in the office per week

Summary of role:

This role of **Risk & Assurance Trainee** plays an integral part in supporting and delivering **risk management services to the Group** which enables the operational delivery of the following organisational priorities:

- Delivering more for our customers
- Having the capacity to build more homes
- Being a great place to work for our colleagues
- Being a financially resilient business
- Being a key influencer in the region

The role has responsibility for role modelling and embedding our valued behaviours, and supporting the wider business to develop a positive, inclusive and engaging culture:

- Own it – Make it happen
- Improve it – Move things forward
- Live it – Show understanding and compassion

Key areas of responsibility

The Risk & Assurance Trainee plays a key role in supporting the Head of Risk & Assurance in delivering high-quality risk management across the group, and delivering a first class assurance service.

- **Risk Management Framework** – Support the Head of Risk & Assurance in implementing HPG's approach to risk, including supporting Risk Owners around the business in identifying, assessing, evaluating and monitoring risks in their areas.
- **Assurance and Reporting** – Support the Head of Risk & Assurance in delivering HPG's internal audit and assurance processes. Ensure action trackers are kept up to date and manage the relationship between audit teams and those colleagues being audited to ensure the audits deliver for both sides of the relationship.
- **Risk Registers** – Support the Head of Risk & Assurance in maintaining the strategic and operational risk registers, helping to ensure that key risks are accurately identified, documented, and regularly reviewed. When required, support the updating of the register quarterly, engaging with key risk holders and leaders across the business and sample-testing identified controls.
- **Internal Audit** –
 - a. Supporting the Head of Risk & Assurance in managing the annual audit plans, guiding colleagues and the auditors through scoping processes

b. When required, draft reports to the Audit and Risk Committee on progress against the internal audit plan. c. Support risk owners to finalise internal audit reports and agreeing key actions, reconciling them to the action tracker. d. Support the Head of Risk & Assurance in tracking and monitoring outstanding audit actions and helping ensure delivery of key control improvements. ➤ Team leadership and Development a. Allocate and manage workload to ensure deadlines are met and quality information is provided to internal stakeholders b. Promote a collaborative, supportive team culture within the wider risk and assurance function
Additional responsibilities: ➤ Financial responsibility: There is no direct financial responsibility for this role ➤ Health and Safety: In order to maintain a safe working environment, keep yourself and others safe, maintain a positive safety culture and help your Line Manager and Safety Representative achieve our Health & Safety aims and objectives, you will be conversant with the Current Health And Safety Policy on the Intranet in particular the Statement of Intent and section 5.6 and 5.7 of the Policy “Health & Safety Responsibilities”. ○ Responsible for ensuring that all of the Group’s Health and Safety policies and procedures are fully implemented and adhered to ➤ Data Protection: ○ To follow the Data Protection principles in all work activity ○ To attend any training specific to the role regarding GDPR
<i>No job description can be entirely comprehensive and the jobholder will be expected to adapt and carry out such other duties as may be required from time to time, on the understanding that they will be within the individual’s remit and capability, and consistent with the status and responsibilities of the role within the organisation.</i>
Person Specification
What do I need to be successful as the Risk & Assurance Trainee: ➤ A team working ethos with exceptional collaboration skills which motivate and inspire. ➤ Able to communicate, support the organisation’s priorities, culture and purpose. ➤ Experience of measuring and monitoring effective service delivery and addressing performance concerns or issues. ➤ The ability to devise or contribute to encourage new ways of working in times of transition. Be consistently positive about new ideas and learning. ➤ A sound understanding of the challenges facing the housing sector and the regulatory and legal frameworks we operate within. Ensure that business risks are identified, discussed and managed. ➤ A strong commitment to Equality, Diversity and Inclusion. ➤ The ability and experience to contribute to any governance or regulatory issues which the organisation may encounter. ➤ Ability to work at pace.

- Skilled at negotiating and influencing, with ability to apply different techniques to varying situations.
- Able to communicate complex information in a concise and accessible way to a variety of audiences.
- Knowledgeable and up to date regarding technology and digital aspects of portfolio.

Additional specialist skills and qualifications to be successful in this role:

- Professional qualifications - a willingness to study towards qualification (Essential)
- Understanding of risk management and assurance frameworks (Desirable)
- Experience in or knowledge of key activities and risks in the Social Housing Sector (Desirable)
- Excellent written and oral skills, with knowledge of key IT programmes (Microsoft Office) (Essential)
- Ability to work independently to tight deadlines (Essential)
- Strong analytical skills including ability to interpret data, produce dashboards and insight-led risk reporting (Desirable)

Training and Development:

In line with our Group values 'Own it, Improve it, Live it' you will receive a role specific training plan to support you in the role of **Risk & Assurance Trainee**.

You will be required to complete continuous professional development, to further support your role and the Group.