

Job Title: Risk and Resilience Manager

Unit/School: University Secretariat

Grade: 7AB

HERA: Strat08

Core purpose of role

The Risk and Resilience Manager will provide specialist expertise and be responsible for management of the University's risk register and business continuity policies, processes and testing activities. The role will directly support the Executive and senior staff in identifying, understanding and describing risks and recording associated mitigations. The role will support the Audit Committee and the Board of Governors in monitoring changes to the risks, conducting deep dive reviews and providing assurance that the system of risk management and business continuity is robust. The role will ensure that business continuity planning is comprehensive, tested, relevant and up to date and reflects lessons learnt from major incidents and audit reports.

You will work collegiately with colleagues across the University enabling a coordinated approach to risk management and business continuity planning; providing advice on policy, procedure and implementation.

Key responsibilities and contributions

1. Lead the development, implementation and communication of the University's risk management processes and risk management policy, including responsibility for developing and maintaining the university's strategic risk register.
2. Directly support the Executive and other senior staff in identifying, understanding and describing risks and recording associated mitigations, transferring skills as appropriate
3. support the Audit Committee and the Board of Governors in monitoring changes to the risks, providing assurance reporting that demonstrates that the system of risk management and business continuity is robust
4. Lead on deep dive reviews of key issues and the management of material incidents as required by members of the Audit Committee or by members of the Executive Group and produce papers for their consideration.
5. Support internal audit to understand the University's risk and any changes in the University's risk profile to enable risk-based audit planning activity
6. Facilitate/deliver training and develop tools, templates, and role descriptions to enhance risk management practice and business continuity planning

7. Facilitate the University and its Schools, professional services divisions and

subsidiary companies to meet their responsibilities for development and implementation of operational business continuity plans and processes, transferring skills as appropriate.

8. Informed by relevant and up to date threat models, lessons learnt and audit findings, lead the development and implementation of models for scenario planning, in order to test business continuity and major incident plans
9. Keep abreast of risk management and business continuity developments, both internally and externally, and act as a point of reference for others as a leading authority within the University.
10. Collaborate with the Strategic Planning and Performance directorate to identify emerging risks via the university's PESTLE horizon scanning activities.
11. Lead on co-ordination and collaborate with colleagues in key areas, including Digital Services and Health & Safety, to deliver university operational resilience via an effective and efficient joined up approach to major incident emergency response and business continuity planning.

Person specification

Essential qualifications / Professional memberships

- A first degree or equivalent qualification

Essential experience, knowledge and skills

1. Knowledge and understanding of strategic risk management in a complex environment
2. Knowledge and understanding of business continuity planning methods, including scenario testing
3. Knowledge of the typical HE operating environment and awareness of the types of strategic and operational risks that an HE institution is likely to face
4. Experience of applying or developing risk management methodologies and processes, working with senior staff to appropriately describe and assess strategic risks and identify mitigations
5. Experience of maintaining a risk register, monitoring changes and associated reporting to management and committees on the risk environment
6. Effective organisational and planning ability – prioritising within agreed timescales.
7. Ability to promote effective co-operative working relationships across an organisational structure.
8. Ability to command the confidence and respect of senior colleagues.

9. Excellent verbal and written communication skills.

Desirable

- Risk management qualification
- Emergency planning/business continuity qualification
- Membership of a relevant professional body

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

| Language level and general descriptor | Listening | Reading | Speaking | Writing |
|--|-----------|-----------|-----------|-----------|
| A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh. | Desirable | Desirable | Desirable | Desirable |
| A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh. | | | | |
| B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related. | | | | |
| B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker. | | | | |
| C1 - Fluent user Can communicate fluently in Welsh. | | | | |
| C2 - Master user Can communicate fluently on complex and specialist matters in Welsh. | | | | |



Disclosure & Barring Service requirements

This post does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.