

**PERSON SPECIFICATION:**

**Risk and Quality Partner**

|  |  |  |
| --- | --- | --- |
| **Qualities & Competencies** | **Essential** | **Desirable** |
| **Qualifications** | Willing to work towards relevant Risk Management and Quality Auditor qualification | Specialist membership of a recognised Risk Management organisation  Auditor to BSI standards |
| **Experience** | A consistent track record of successful delivery of results and managing performance in risk management and internal controls assurance.  Experience of successfully managing projects, engaging all key stakeholders (staff, customers, Boards etc) to achieve a successful outcome.  Experience of working to deliver agreed objectives and value for money.  Experience of working with a range of customers to achieve successful outcomes in the delivery of effective standards and performance services that meet their needs.  Experience in conducting audits and investigations. |  |
| **Knowledge, Skills & Abilities** | Knowledge of the policy framework and regulatory context that Registered Social Landlords operate within.  Extensive knowledge of Risk Management and Internal Audit techniques.  Extensive knowledge of the current issues facing Risk Management and Internal Audit.  Ability to make effective decisions, accountable and timely after due consideration of all relevant information and evidence  Ability to communicate to all key stakeholders, using all forms of communication to get messages across.  Ability to work with Board members, staff, involved tenants and partners providing them with information and guidance on performance and standards.  High level of attention to detail in all aspects of the work, ability to meet deadlines and clearly inform all colleagues of the importance of risk management and internal controls assurance.  Ability to co-ordinate and facilitate effective training and awareness in relation to risk management, internal audit, insurance and business continuity  Highly developed analytical skills  with the ability to analyse and  interpret information accurately.  Outcome focussed with effective problem-solving skills.  Effective project management skills, sufficient to deliver a number of concurrent projects on time and within budget.  Computer literate and conversant with Microsoft Office applications (e.g. Outlook, Word, Excel, SharePoint and Teams), or a willingness to learn  Ability to identify own skill gaps and request training where relevant |  |