

**JOB DESCRIPTION****JOB TITLE:** Governance and Risk Manager**REPORTS TO:** Chief Executive**DEPARTMENT:** CEO**RATE OF PAY:** £42,821 - £48,848**DATE:** June 2021

Key Area	Key Activities
<b><u>Risk Management</u></b>	<p>Co-ordinate implementation of risk management within the Apex Group.</p> <p>Regularly review and assess, (under the direction of the Board, Audit and Risk Assurance Committee and the Chief Executive) the risk management strategy and strategic and operational risk registers for the Apex Group.</p> <p>Embed risk management into all activities and ensure regulatory compliance and effective risk management is maintained.</p> <p>Provide training, support and advice in regard to risk management.</p> <p>Ensure key risks are reflected in strategies and the performance management framework.</p> <p>Co-ordinate updating of risk registers and prepare reports for the Board, Audit and Risk Assurance Committee and Senior Management Team as required.</p> <p>Ensure external reporting in regard to the management of risk and assurance is completed and in line with best practice.</p>
<b><u>Audit &amp; Assurance</u></b>	<p>Develop and manage implementation of the assurance framework and audit arrangements.</p> <p>Review sources of assurance and undertake regular assurance checks, reporting on outcomes and making recommendations as appropriate.</p> <p>Administer the Internal Audit programme liaising with auditors in regard to the programme and recommendations, arranging reviews, circulating audit reports and obtaining management responses.</p> <p>Work with colleagues to ensure implementation of audit recommendations on time and report to the Senior Management Team and Board/Committee.</p>

<p><b><u>Governance</u></b></p>	<p>Lead (under the direction of the Board and Chief Executive) the review, maintenance and application of the Group's governance requirements.</p> <p>Develop and oversee implementation of the annual programme for the effective management of governance within the Apex Group.</p> <p>Research, develop and review policies, procedures and systems relating to governance and ensure an effective policy management framework is implemented.</p> <p>Provide training, support and advice on governance.</p> <p>Ensure the preparation, collation and distribution of agendas, meeting information packs, minutes and reports for the Apex Group.</p> <p>Oversee the taking of accurate minutes for Board and Committee meetings.</p> <p>Manage action point completion from minutes of Board and Committee meetings.</p> <p>Maintain oversight of Board and Committee work-plans and preparation for future meetings.</p> <p>Maintain accurate and up to date information on Board members and organise Board member induction and training.</p> <p>Co-ordinate submissions to Companies House, the Regulator (s), the Charity Commission and other relevant agencies and ensure information is updated as required.</p> <p>Work with the Chief Executive and Director of Finance and co-ordinate completion of the Annual Report and Financial Statements.</p> <p>Report on performance trends when directed and, in consultation with the Senior Management Team, make recommendations for improvement</p> <p>Work with the Senior Management Team and co-ordinate development and reporting on the Corporate Strategy, Business Plan, Annual Report, Regulatory Returns, key performance indicators and related information that may be required from time to time.</p>
<p><b><u>Miscellaneous</u></b></p>	<p>Represent Apex at meetings, events and functions, presenting our work to other stakeholders.</p> <p>Adhere to the Association's Equal Opportunities Policy and commit to the principles and aims of the Equality Scheme Section 75 duties to ensure fairness and equality in all aspects of work.</p> <p>Any other duties at the request of the Chief Executive.</p> <p>No job description can cover every issue which may arise within the post at various times. This is a new post which is in development and this job description is not a rigid or inflexible document but provides guidelines regarding the duties expected while in post.</p>