

## APEX HOUSING ASSOCIATION

### PERSON SPECIFICATION

**POSITION:** Governance & Risk Manager

**DATE COMPLETED:** June 2021

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION/ QUALIFICATIONS/ ATTAINMENTS</b>	Educated to Degree level	Compliance & Risk Management Qualification
<b>RELEVANT EXPERIENCE</b>	2-3 years' experience working in the area of risk management and governance  Previous experience working with members of the senior management team  Proven previous experience of project management	
<b>SPECIALIST KNOWLEDGE/ TRAINING</b>	Demonstrate ability to compile reports  Presentation skills  IT literate with a working knowledge of Microsoft Office	Experience of risk management system - Decision Time
<b>PERSONAL SKILLS</b>	Negotiation skills Organisational skills Ability to meet deadlines and respond under pressure Ability to work on own initiative Excellent interpersonal and team working skills. Excellent written and verbal communication skills Ability to analyse and solve problems	
<b>DISPOSITION</b>	Able to align with Apex's values	
<b>CIRCUMSTANCES</b>	Flexible re: hours of work. Able to attend evening meetings as and when required	