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| **JOB DESCRIPTION** |
| **JOB TITLE:** | Risk & Assurance Advisor |
| **SALARY:** | £26,301.08 |
| **LOCATION:** | Northwich |
| **REPORTING TO:** | Chief Executive Officer |
| **LINE REPORTS:** | None |
| **ROLE PURPOSE:** | The role will support the delivery, maintenance and operation of the Risk and Assurance Framework across DSN by ensuring that risks are effectively identified and managed by teams, reported appropriately and that the internal audit service is deployed effectively to provide assurance of controls. The role will also provide support and advice in business continuity planning and other resilience planning arrangements. |

**ROLE SPECIFIC RESPONSIBILITIES**

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| **KEY RESPONSIBILITIES** | **KEY ACTIONS****These set out how the Key Responsibilities will be achieved** |
| **1** | **Corporate Risk Management & Assurance** | Plan, design and implement an overall risk management process for the organisation, conducting risk assessments and audits of policy and compliance to standards and agreed benchmarks, providing quarterly assessment reports to the CEO, immediately reporting high-risk critical matters. |
| Support and work with managers across DSN to develop risk registers to identify and manage the risks arising from their areas of responsibility, including risk rate outcomes and the level of impact and probability.  |
| Report risk in an appropriate way for different audiences, for example, to the Board of Trustees so they understand the most significant risks to the management team to ensure they are aware of risks relevant to their parts of the organisation and to individuals to understand their accountability for individual risks. |
| Support the delivery of assurance by maintaining a recommendation tracker, ensure all recommendations are completed within the times scales and produce reports on the status of recommendation at agreed intervals to be presented within the governance structure. |
| Support the CEO in updating and maintaining DSN’s business continuity plan. |
| Advise the CEO where required to ensure that there is an awareness of new and emerging risks and that these are insured where appropriate. |
| Provide support, education and training to staff to build risk awareness within the organisation. |
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| **2** | **Regulatory Risk Management & Assurance (Supported Living Services)** | In coordination with the Registered Care Manager, develop DSN’s Quality Assurance Framework for Care & Support Services and provide quarterly compliance assessment reports to the CEO, including CQC Compliance under The Care Act 2014 and The Health and Social Care Act 2008 (Regulated Activities) Regulations 2015.  |
| With the Registered Care Manager and Senior Officers, benchmark current practices, agreeing service action plans aimed at achieving compliance in all 5 CQC standards at the next inspection.  |
| Bring to the attention of the Registered Care Manager, areas of non-compliance and/or areas of potential breaches in CQC and HMO regulations. |
| Update the QCS online care management system and the CQC portal reporting system to ensure that all quality assurance information is updated in line with CQC and DSN requirements. |
| Work with the Registered Care Manager to identify lessons learned after emergencies, accidents, and incidents and monitor and report on agreed corrective actions and recommendations. |
| Organise and deliver relevant training for staff and update the training records on the QCS system. |
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| **3** | **Health & Safety** | Maintain DSN’s compliance and assurance system and ensure that all managers are aware of all updates to policies and statutory practices relating to Health & Safety at Work Act 1974. |
| Ensure that all Fire Risk Assessments are commissioned on time, reporting all High-Riskelements to the CEO. |
| Maintain the Asbestos Register for DSN sites and ensure persons carrying out or intending to carry out work where asbestos has been identified have site of the reports prior to any work starting. |
| Ensure all accidents, incidents and near-misses are recorded and reported as appropriate.  |
| Ensure that weekly/monthly checks at all DSN properties, tenant accommodation and offices e.g., Fire & Panic Alarms, Emergency Lighting, vibrating pillow pads etc., are being completed & accurately recorded by staff responsible for checks. |
| Inspect all DSN properties annually to ensure compliance with Health & Safety Regulations, including Fire Safety Regulations. |
| Ensure that DSN holds all H&S certification following routine checks e.g. gas servicing, PAT and legionella testing, and electrical wiring tests. |
| Ensure that DSN holds all required Food Safety certifications and ensure training requirements are met. |
| Prepare monthly reports for the CEO on all areas of non-compliance and to participate in quarterly HSE Committee Meetings.  |
| Accountable for organising and delivering all mandatory Health & Safety training for staff before current certification expires and update the training records on the QCS system. |

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| **4** | **General Duties** | Promote equality of opportunity and inclusive practice in all aspects of work undertaken. |
| Act in a manner that safeguards children and/or vulnerable adults as applicable to the role. |
| Carry out any other duty which may be requested by your Line Manager and commensurate with the grade and nature of the role. |
| Deal with all customer contact professionally, in line with the organisations policies and procedures. |
| Attend staff meetings and training days. |
| To comply with DSN’s policies and procedures. |
| After adequate training, communicate in sign language, or an appropriate manner, with staff and clients relevant to their choices and needs. |

**NOTWITHSTANDING** the detail in this job description, in accordance with the DSN’s flexibility policy, the job holder will from time-to-time undertake such work as may be determined by the Chief Executive Officer consistent with the key tasks of the job.

**September 2022**

**PERSON SPECIFICATION**

**Department:** Central & Premises **Job Title:** Risk and Assurance Officer

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|  | **Criteria** | **Essential (E) / Desirable (D)** | **Application** | **Interview** | **Test** |
| **Qualifications**- Vocational- Professional- Academic | A relevant professional or practice related qualification. | E | [x]  | [ ]  | [ ]  |
| Membership of an accredited H&S organisation, e.g., IOSH  | E | [x]  | [ ]  | [ ]  |
| British Sign Language Level 2 or commitment to achieve within 2 years of appointment or ability to demonstrate equivalent knowledge. | D | [x]  | [x]  | [ ]  |
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| **Experience** **& Knowledge** | Previous experience in a Risk or/and Assurance role, including audit and Risk Management exposure.  | D | [x]  | [x]  | [ ]  |
| Knowledge of CQC requirements and care standards and the ability to embed these standard, agency policies and person-centred values across all services.  | E | [x]  | [ ]  | [ ]  |
| Knowledge of QA approaches and experience of auditing care records, reviewing and evaluating practice and service delivery.  | E | [x]  | [x]  | [ ]  |
| Working knowledge of all relevant H&S legislation including COSHH, MHSAWA, IEE Regulations, Gas Safety, Manual handling, Working at Heights; Asbestos regulations.  | E | [x]  | [x]  | [ ]  |
| Knowledge of property related repairs and maintenance. | D | [ ]  | [x]  | [ ]  |
| An understanding of positive risk management and effective safeguarding practice.  | D | [ ]  | [x]  | [ ]  |
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| **Skills** **& Abilities** | A demonstrable commitment to person-centred values and the ability to maintain an open, reflective, and accountable culture underpinned by ethical practice, dignity, and rights. | E | [x]  | [x]  | [x]  |
| Excellent analytical skills, maintaining accuracy/attention to detail, effective time management with ability to work under pressure to meet deadlines.  | E | [x]  | [x]  | [ ]  |
| Good organisational skills with the ability to organise own workload effectively and to work independently. | E | [x]  | [x]  | [ ]  |
| Ability to effectively multi-task, maintaining accuracy and attention to detail. | E | [x]  | [x]  | [ ]  |
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| **Personal Qualities** | Role model professionalism, determination & resilience, a growth mindset, and passion for the work and DSN’s organisational values. | E | [ ]  | [x]  | [ ]  |
| Proactive management approach, constantly seeking ways to do things better. | E | [ ]  | [x]  | [ ]  |
| Innovative & results-oriented. | E | [ ]  | [x]  | [ ]  |
| Positive attitude, reliable and punctual. | E | [ ]  | [x]  | [ ]  |
| Willing to undertake deaf awareness and BSL training. | D | [ ]  | [x]  | [ ]  |