



## Job Description

## We Are Magenta

<b>Job Title:</b>	<b>Risk and Assurance Officer</b>
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<b>Responsible to:</b>	<b>Head of Risk and Assurance</b>
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### **Purpose, Vision, and Values and what that means for your role.**

*Our Purpose:*

*Empowering people is our purpose. We work together by guiding, teaching, and mutual support, cultivating knowledge and confidence to overcome challenge and seize opportunities. By uplifting each other, we extend this empowerment to our customers and communities, contributing to the well-being of the broader society we serve.*

*The Risk and Assurance team provided a 2<sup>nd</sup> line assurance service for the business, developing and embedding an integrated risk, assurance, and compliance culture across the organisation to help reduce issues and incidents and maximise opportunities.*

*The Risk and Assurance Officer will provide invaluable support to the team in the delivery of risk management, internal audit and assurance, data protection, compliance, and policy governance activities.*

*Reporting to the Head of Risk and Assurance, you will work in partnership with the Risk and Assurance Leads to support colleagues across the business to ensure the effective operation of the risk management processes and the delivery of a comprehensive risk-based programme of assurance activities.*

*Duties will also include the maintenance and management of the risk management and audit tracking system including extracting and analysing data for reporting.*

*The Risk and Assurance Officer will provide support to the Business Assurance and Regulation Director and Data Protection Officer in the management and administration of data protection processes including Subject Access Requests, Data Protection Impact Assessments, and the maintenance of our Record of Processing Activities (RoPA) documentation.*

*You will support the team to raise our profile in the organisation, assisting with the design and implementation of the team communications plan and overseeing the development and content of the Risk and Assurance and Data Protection Intranet pages.*

*Our Vision:*

*Opening doors is all about creating opportunities and eliminating barriers.*

*By working closely with the team and colleagues across the wider business, this role is key to opening doors to new opportunities and partnerships that will support the delivery of the Risk and Assurance programme. This programme of activities will help to embed a more risk-aware culture, ensure we have a robust control framework in place and ensure we meet our legal and regulatory obligations, follow internal policies and procedures and support innovation and change across Magenta Living.*

**Our Values:**

*'Doing the right thing' is the thread that weaves our actions, decision-making, and connections. Making choices that align with our purpose, vision, and values, and ensuring everyone feels safe and supported.*

*In your role, you are empowered to do the right thing by ensuring we maintain a high standard of compliance against the Regulator of Social Housing's standards.*

*Your role, will support the team and colleagues to identify, control and manage risks that might adversely impact the achievement of Magenta Living objectives. You will help to guide the business on risk management, assurance and data protection processes, procedures, and principles to help colleagues make informed decisions that will ensure we are doing the right thing for our customers, colleagues, and external stakeholders.*

**What we need from you!**

**Qualifications:**

- *NVQ Level 4 qualification or equivalent with experience of working in a risk, data protection or policy management environment.*
- *Preferably hold or be working towards relevant appropriate professional qualifications (GDPR Foundation or Practitioner/FORM/IRMCert or similar).*

**Experience:**

- *Experience of risk management processes and data analysis within a regulated environment. Experience of Insight4GRC or similar risk management tools is desirable.*
- *Good working knowledge of processes to support compliance with Data Protection/UK GDPR legislation e.g. Subject Access Requests and Data Protection Impact Assessments*
- *Competent in the use of Microsoft tools including SharePoint, Excel and PowerPoint with the ability to extract and manipulate often complex data, translating this into visuals like graphs or charts to help colleagues understand what the data shows quickly and clearly.*
- *Demonstrable problem-solving skills and a meticulous attention to detail.*
- *Strong communication, interpersonal and consultative skills, with extensive experience of working collaboratively with colleagues across multi-disciplined teams.*
- *A flexible approach to managing and prioritising a high workload and multiple issues and tasks in a changing environment with tight deadlines.*
- *Excellent written and spoken English, with good presentation and report writing skills*
- *Experience of positively embracing and adapting to change and able to promote an understanding and commitment to the vision, mission, and values of the organisation.*