



## Job Description

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| <b>Position Title</b>                        | Risk Management Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Department</b>                            | Internal Audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Reports to</b>                            | Director Internal Audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Position Level</b>                        | Band 2 (TSS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Purpose Of the Role</b>                   | The Risk Management Officer is responsible for supporting the University in identifying, assessing, and mitigating risks that may impact its operations, governance, and strategic objectives. The role ensures that risk management practices are embedded across Faculties, Schools, and Departments, in alignment with the University's Risk Management Policy, Audit Charter, and overall governance framework.                                                                                                                        |
| <b>Detailed Roles &amp; Responsibilities</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Roles &amp; Responsibilities</b>          | <ul style="list-style-type: none"> <li>• Maintain and regularly update the University's risk registers and risk matrices to ensure accuracy and relevance</li> <li>• Undertake structured risk assessments across Faculties, Schools, and Departments to identify, evaluate, and prioritise key risks.</li> <li>• Monitor and report on emerging risks, exposures, and the effectiveness of mitigation strategies.</li> <li>• Support the integration of risk management practices into audit reviews and governance processes.</li> </ul> |

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|                      | <ul style="list-style-type: none"> <li>• Track and monitor the implementation of corrective actions arising from risk assessments and audit recommendations.</li> <li>• Perform other duties and responsibilities as may be reasonably assigned by the Senior Internal Auditor, in support of the Internal Audit Department's objectives.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Quality</b>       | <ul style="list-style-type: none"> <li>• Maintain and continuously improve and update the University's risk register in line with the Internal Audit Risk Policy and Audit Charter.</li> <li>• Apply approved audit methodologies and tools to conduct risk-based reviews, ensuring compliance with International Professional Practices Framework (IPPF) 2025 standards and the Internal Audit Charter.</li> <li>• Conduct annual audit reviews based on the audit plan, preparing timely, evidence-based reports for the Internal Auditor and Senior Internal Auditor review.</li> <li>• Monitor and report on corrective actions quarterly, with updates submitted to the Audit and Risk Committee for oversight.</li> <li>• Maintain proper documentation and records of risk assessments, audit reviews, and corrective actions in line with university standards and professional requirements.</li> </ul> |
| <b>Team Work</b>     | <ul style="list-style-type: none"> <li>• Work collaboratively across Faculties, Schools, and Departments in carrying out a structured risk assessment program.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Qualification</b> | <p>Bachelor's Degree in Accounting, Finance, Risk Management or a related discipline.</p> <ul style="list-style-type: none"> <li>• At least 2–3 years' relevant experience in audit, risk management or finance.</li> <li>• Working knowledge of financial management systems.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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| <b>Key Deliverables</b>             | <ul style="list-style-type: none"> <li>• Timely and high-quality risk assessments conducted in accordance with the approved annual audit plan.</li> <li>• Comprehensive risk analysis reports detailing key risks, likelihood, impact, and recommended mitigation strategies.</li> <li>• Documented evaluations of the effectiveness of internal controls, with clear evidence to support findings.</li> <li>• Quarterly monitoring and reporting on the implementation status of corrective actions arising from risk recommendations.</li> <li>• Full compliance with the Audit Charter, the Internal Audit Risk Management Policy, and the International Professional Practices Framework (IPPF) 2025.</li> <li>• Strengthened governance and accountability through actionable recommendations that enhance transparency and operational integrity.</li> </ul>                       |
| <b>Key Selection Criteria (KSC)</b> | <p><b>1. Experience</b></p> <ul style="list-style-type: none"> <li>• Proven experience in risk management, internal audit, or compliance roles within a university, public sector, or similar organisational setting.</li> </ul> <p><b>2. Report Writing and Documentation Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to prepare clear, comprehensive risk reports and documentation.</li> </ul> <p><b>3. Ethical Standards and Confidentiality</b></p> <ul style="list-style-type: none"> <li>• Demonstrates high levels of professionalism, confidentiality, and integrity when managing sensitive information.</li> </ul> <p><b>4. Analytical and Problem-Solving Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent analytical and problem-solving skills to identify risks, assess controls, and evaluate risk exposure effectively.</li> </ul> |

