

# Port of London Authority

## Job Description

### 1. JOB DETAILS

Job Title: Head of Risk & Compliance

Grade: 1

### DEPARTMENT

Reports To: Director of Sustainable  
Marine Operations

Date: November 2021

### 2 JOB PURPOSE

The postholder will formulate the strategy and values of the risk and compliance function.

Provide leadership in risk management to ensure the organisation's risk management arrangements are appropriate and effective.

Lead and develop the compliance function of the organisation, ensuring that the management systems are relevant and appropriate, support statutory compliance, delivery of the organisation's strategy, and continuous improvement.

### 3 JOB DIMENSIONS

#### Financial

Individual authorisation to £TBC

#### Staff Responsibilities

Direct: 0

Indirect: Internal Auditors – c.12

Working with all employees across the organisation, including Board members.

### 4 ORGANISATION CHART ATTACHED

### 5 KNOWLEDGE, SKILLS & EXPERIENCE

- Educated to degree level and with membership of a relevant professional institution
- Senior level management experience for a minimum of five years
- In depth knowledge of risk management tools and techniques
- Extensive knowledge and experience of management systems, specifically Environmental ISO14001, Quality ISO 9001 and Occupational Health and Safety ISO45001
- Lead auditor certification for ISO9001, ISO14001, and ISO45001

- Experience and a successful track record in stakeholder engagement and managing stakeholders at all levels
- Strong communication, presentation and negotiation skills
- Influencing, motivating and leadership skills with an ability to lead change
- Proactive, assertive, resilient, tenacious and self-confident.

## **6 KEY ACCOUNTABILITIES**

### **Risk**

- Responsible for developing the approach to risk management in the organisation, and the related processes and keeping the system under regular review. Producing and maintaining the risk policy
- Reviews risk management strategy regularly and communicates with stakeholders
- Responsible for developing and coordinating a comprehensive Corporate Risk Register which includes all external and internal reviews and actions
- Develop and maintain a system which supports local delivery of the risk management strategy and the development of their risk management plans, and ensure that these are documented through the risk register
- Coordinate the implementation of organisational risk identification and controls, provide reports on the Risk Register to the Audit Committee and Board
- Provision of advice and support to risk committees and managers
- Participate in specific risk management groups, as appropriate
- Co-ordination of regular external risk audits by approved bodies.
- Ensure relevant risk training and familiarisation programmes are identified, developed and delivered

### **Compliance**

- Promoting and fostering a compliance culture across the whole organisation, to be a trusted and approachable resource for all employees
- Monitoring of activities to ensure legal, regulatory and management system compliance
- Collating and reporting management information to Exco and Board, as appropriate, to allow for effective system oversight and to monitor performance
- Act as Quality Management System Manager
- Act as Business Owner for the management system certification body and other associated contracts
- Maintain the appropriate legal registers and management of controlled documents by maintaining the document management systems.
- Act as lead auditor.
- Deliver the external and internal audit programme, to ensure maintenance of effective systems, including preparation of annual audit plans and management of appropriate and timely preventive and corrective actions.
- Analysing and responding appropriately to queries involving complex regulatory issues
- Identification and implementation of business and process improvements
- Take a proactive role in the selection and scheduling of compliance and audit training.

Undertake/facilitate technical and professional training as required.

These duties are neither exclusive nor exhaustive and the post holder may be

expected to undertake other duties and responsibilities as directed by the Director of Sustainable Marine Operations. Such duties will be reasonable in relation to the jobholder's skills, abilities and status.

Other duties may be attached to the post from time to time. Variations may also occur to the duties and responsibilities without changing the general character of the post.

## **7 COMMUNICATIONS AND WORKING RELATIONSHIPS**

- Act as the principal risk and compliance advisor to the Board, Exco and other stakeholders, ensuring the PLA delivers high quality, commercially responsible, stakeholder focused services.
- Internally; extensive communication at all levels.
- Externally; effective and broad communication throughout the port community

## **8 DECISION MAKING AUTHORITY**

In line with any delegations authorised by the PLA and commensurate with the grading of the post.

## **9 REPORT PREPARATION**

The preparation of a broad range of strategic and operational business and risk related reports for a variety of internal and external audiences, including Board level.

Communication materials for internal and external stakeholders.

## **10 HEALTH & SAFETY**

Responsibility to protect the health and safety of employees and others – such as contractors, visitors and members of the public. Managers must: -

- make the workplace safe and eliminate or control risks to health;
- ensure plant and machinery are safe and that safe systems of work are set and followed;
- ensure articles and substances are moved, stored and used safely;
- provide adequate welfare facilities;
- give staff and others the information, instruction, training and supervision necessary for their health and safety;
- consult with their staff on health and safety matters.

You will be tested for alcohol and drugs in cases of a workplace accident or incident that is reportable to an enforcement agency. Testing will also be carried out where there are grounds to believe or suspect that you may be under the influence of alcohol or drugs. This is known as 'for cause' drug or alcohol testing

Random alcohol and drug testing will be carried out on all members of staff.

## 11 AUTHORISATION DETAILS

Prepared by: \_\_\_\_\_ Date \_\_\_\_\_

Authorised by: \_\_\_\_\_ Date \_\_\_\_\_

## 12 JOB HOLDERS RECEIPT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**You are responsible for taking care of your own health and safety and that of colleagues and others who may be affected by what you do (or do not do). Co-operate with others on health and safety, and do not interfere with, or misuse, anything provided for your health, safety or welfare.**