

RISK & ASSURANCE SENIOR OFFICER

JOB DETAILS	
LOCATION: Where Oxfam has an office. Role covers global work - remote	CONTRACT TYPE: 1 year
INTERNAL JOB GRADE: C1	DEPARTMENT and TEAM Operations department - Risk and assurance team
SALARY:	HOURS (FTE): 36hrs
FLEXIBLE WORKING <i>'We believe flexible working is key to building the Secretariat of the future, so we're open to talking through the type of flexible arrangements which might work for you. We think this role would work particularly well as a full time home-based.'</i>	
COMMITMENT TO DIVERSITY AND INCLUSION We are committed to ensuring diversity and gender equality within our organization.	
DEPARTMENT PURPOSE: The operations department offers safe and feminist operational services which enable the Confederation to have greater impact and support the delivery of OIS strategy. This to be achieved through the management and continual improvement of Oxfam International Secretariat's key operational functions. TEAM PURPOSE: The purpose of the Risk & Assurance team at Oxfam International is to ensure risks are managed, promoted and understood according to Oxfam Risk management and appetite framework, and to oversight the implementation of Anti-Corruption, anti aid diversion and terrorism financing and internal audits. JOB PURPOSE: The purpose of risk and assurance senior officer is to support the associate director of risk and assurance in embedding risk to establish a consistent approach to managing the breadth of many types of risk impacting Oxfam International, Oxfam Countries and Regions. and to support within the remit of the department risk management in Oxfam affiliates. .	
ROLE REPORTS TO	Associate Director Risk & Assurance
ROLES REPORTING TO THIS POST	None
BUDGET RESPONSIBILITY	No
KEY RESPONSIBILITIES (Technical, Leadership, People and Resource management) <ul style="list-style-type: none"> • Improve the integration of risk management into the daily life of the organisation. Support driving a risk culture, help integrate risk management into business and become a trusted advisor on risk matters. • Embed elements of risk analysis into various decision-making processes • Integrate risk analysis into decision-making processes, assisting management in evaluating projects and strategic initiatives with the use of risk analysis tools, integrating risk management into strategic planning, budgeting and performance management, providing management training and etc. • Provide an independent assessment of risks associated with important business decisions 	

- Implement the most current risk analysis research into the business processes, decision making and the overall culture of the organization
- Help Oxfam in getting away from the “classical” risk management into a more modern view of risk management which is integrated into business management and decision taking
- Ensure risk management provides confidence amongst stakeholders Oxfam that risk is being monitored and mitigated efficiently and coherently at all levels spanning all geographies.
- Support Oxfam in monitoring our progress on risk management by supporting functional leads in defining risk appetite statements and monitoring relevant business process metrics and risk appetite levels.
- Coordinate and collect information from the Oxfam International Secretariat Senior Leadership Team, Regional teams and any teams necessary to support the accumulation of the Oxfam Global Risk Report;
- Follow up risks mitigation measures taken on risks categories with metrics at alert or intervention level

PERSON SPECIFICATION

Most importantly, every individual at Oxfam International Secretariat needs to be able to:

- **Live our values of INCLUSION, ACCOUNTABILITY, EMPOWERMENT, COURAGE, SOLIDARITY and EQUALITY (read more about these [here](#))**
- **Ensure you commit to our ORGANIZATIONAL ATTRIBUTES (including adhering to the Code of Conduct):**

1. Be committed to our [feminist principles](#), and to applying them in your day-to-day behaviour and your work. Be ready to keep learning, with accountability to those who experience oppression as a result of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity."

2. Be committed to undertaking Oxfam’s safeguarding training and adhering to relevant policies, to ensure all people who come into Oxfam are as safe as possible.

EXPERIENCE, KNOWLEDGE & COMPETENCIES

ESSENTIAL

- Bachelor Degree in operations management or business administration or other relevant degrees that include a risk management component
- At least 5 working experience in Risk Management in a complex multi country organization, preferably in an NGO
- Direct experience in project management
- Experience in change processes and rolling out new ways of working in a consultative inclusive approach
- Demonstrated experience in working across organizational boundaries, business units, and teams
- Strong oral and writing communication skills, including facilitation, active listening and the ability to communicate complex issues in a clear, engaging way
- Basic knowledge of data protection principles
- Fluency in spoken and written English, competence in French or Spanish is a plus
- **Listening**
- **Systems Thinking**

SAFER RECRUITMENT: Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.