



Role Profile

The Role			
Role Title:	Risk & Compliance Manager	Reporting to (job):	HoD Governance, Risk & Compliance
Legacy job titles covered by this role profile:	New role	Jobs that typically report into this role:	N/A
Function / Org Unit	Planning & Performance	Job Number:	
Base and travel	Hybrid working (home, office - London and Southwater) with regular travel	Band (<i>to be assigned by Reward</i>)	
Role Dimensions			
Number of direct reports	0	Manager/Individual Contributor:	Manager
Number of dotted line reports	3-4	Budget (Operating/Capital)	N/A
Total No of Reporting Staff (include all direct and indirect reports)	0	Decision Making Authority & Responsibility for Resources	N/A
Working Environment	Hybrid working (home, office - London and Southwater) with regular travel		
Role Purpose			
This role works with the Head of Governance, Risk & Compliance to manage and report on risk and compliance within all areas of the organisation, highlighting areas of good practice and weaknesses and developing organisation-wide strategic actions to mitigate organisational risk			

	<ul style="list-style-type: none"> • To manage and develop the implementation of a organisational risk & compliance framework, tools and controls • As our Risk and Compliance Manager, you will coordinate, guide, challenge and support our leaders and teams to ensure that we're effectively managing our risks • Ensuring compliance with relevant legislation, regulation, and best practice
Principal Accountabilities	<ul style="list-style-type: none"> • To ensure that a robust quality assurance programme is embedded and monitored, providing reports and analysis to the Senior Leadership and Executive Teams on compliance with regulatory requirements, across the RSPCA • Ensure that the RSPCA adheres to the relevant regulations by creating and maintaining a compliance register and working with a community to support and guide the requirements and standards • To ensure adherence to legislation, regulatory requirements and develop and manage a compliance reporting framework • To provide expert advice and guidance to ensure operational risk management and compliance practices and processes remain proportionate, effective and fit for purpose • To lead and participate in our transformation programmes relating to auditing, compliance, business continuity and regulatory developments • Establish and maintain appropriate structures and processes relating to risk & Compliance • Responsible for the development, implementation and continuous improvement of risk management practices • Ensure that all required self-audit and internal quality audits are accurately carried out and tested for integrity • Ensure that corrective actions are escalated where required to the respective heads of departments • Develop a culture of risk awareness and lead on the management policy and framework, effectively identifying, assessing, recording and reporting on risk, updating the risk register and working with the Executive Team and senior managers to identify and effectively manage risk • Prepare necessary risk related reports for the Executive, Management Team, Finance and Audit Committee and Board • Develop and communicate risk policies and procedures ensuring that essential guidelines and documentation is in place • To create a community of best practice and promote the opportunities and benefits of monitoring our risks, issues and opportunities holistically

	<ul style="list-style-type: none"> • Providing guidance, advice and risk management across the society working closely with fundraising, finance, veterinary and the inspectorate
Key Interfaces	<p>Senior Leadership Team - maintain a continuous dialogue and report on planned, actual and experienced outcomes</p> <p>Wider strategy and transformation team - working collaboratively to identify and maximise risk mitigation and compliance opportunities across all directorates</p> <p>Internal stakeholders - establishing trusted working relationships with teams and negotiating support to deliver the risk and compliance framework maintaining effective working partnerships</p> <p>Directorates - leading a consistent, clear and effective approach to risk and compliance across all teams within the society</p>
The Person	
Personal Attributes and Key Competencies	<ul style="list-style-type: none"> • Personal gravitas - ability to instil trust and confidence with all directorates • Ambition and vision: a willingness to provide strong leadership by example, motivating high levels of ambition and maintaining sight of the vision and resilience • Clear, strategic thinking: identify, absorb and assimilate evidence (from external sources, internal performance data and experience on the ground) with an open mind, and use it to drive growth, course-correct and, when necessary, empowering change • Risk-awareness: recognising, quantifying and mitigating risks in all aspects of an ambitious and proactive approach to fundraising compliance, health & safety and safeguarding • Accountability and personal development: a strong sense of personal accountability and a desire to learn from mistakes and continuously improve.
Essential Key Skills, Qualifications & Experience	<ul style="list-style-type: none"> • Management experience or equivalent • Demonstrable experience and subject matter expertise • Building and maintaining good working relationships enterprise-wide, at all levels, to improve collaboration and implement culture and behaviour changes within the organisation • Previous experience of liaising with and managing suppliers and consultants • Experience of change management and stakeholder engagement • Knowledge of charity and fundraising compliance

	<ul style="list-style-type: none"> • Experience of business writing and handling sensitive information appropriately • Experience of leading project and working group teams • Planning - ability to create and communicate plans at all levels, facilitating understanding and winning support for delivery • Technical - comfortable working with a variety of IT software and hardware systems. The RSPCA uses Google Suite. • Decision-making - clear, timely and considered decision making skills • Communication skills - the highest level of communication skills, influencing, negotiating and building enduring relationships inside and outside the organisation
Desirable Key Skills Qualification & Experience	<ul style="list-style-type: none"> • Experience of fundraising & home office regulations • Experience of implementing a CC26 or ISO;31000 framework • Knowledge of the Three Lines of Defence model • Lean 6 Sigma
Personal commitment to:	<ul style="list-style-type: none"> • Adhere to the Society's charitable objectives, which are to promote kindness and prevent or suppress cruelty to animals. • Take care of their own health and safety and that of others who may be affected by their acts and omissions. • Uphold the RSPCA's core values • Cooperate with Society policies and procedures • Understand and comply with any Society Code of Conduct
RSPCA Core Values	<p>Our values for our employees, volunteers, trustees, branches and future members of our Community Engagement Programme guide everything that we do.</p> <p>They also guide how we work to rescue and care for animals and how we work with individuals, families, communities and other organisations.</p> <p>We are compassionate: we care deeply about the lives of animals, we have empathy for people, we act with kindness and consideration at all times</p> <p>We are inspirational: we are life changing, we inspire by taking the lead, we speak up when others don't, we take brave decisions, we change animals' lives for the better.</p>

	<p>We are committed: we never give up, we have energy and determination, we rescue animals from cruelty and neglect, giving them new opportunities and supporting others in doing so, and advocate for all animals at risk of harm.</p> <p>We are expert: we have expert knowledge which we willingly share, we act on the basis of evidence, we underpin our decisions and actions with science, data and experience.</p> <p>We act with integrity: we are honest and trustworthy, we act with integrity, we do what's right.</p>
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Creation and Authorisation			
<i>Statements in this Role Profile are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.</i>			
Profile written by:	Claire Mattinson	Role: Head of Risk and Compliance	Date: August 2022
Approved by (operations):	Lauren burnett	Role: HRBP	Date: August 2022
Approved by (HR):	Luan Moorshead	Role: HRBP	Date: August 22
Date Job last evaluated:	August 2022		