

Role Title: Governance, Risk & Insight Officer
Salary: Band SO1
Location: Sir Henry Mitchell House
Report to: Head of Governance and Risk

About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

Job Overview

This role supports the development, maintenance and implementation of the Trust's Risk Management Framework. The postholder will manage risk registers, support directorates with risk identification and mitigation, and carry out core governance assurance checks. This includes verifying driving licences, business insurance and compliance with mandatory governance requirements.



Main Duties and Responsibilities

- Maintain and update the Trust's strategic and operational risk registers, including tracking mitigations and actions
- Support services to identify, assess and mitigate risks in line with the Risk Management Framework.
- Provide training, guidance and support to managers on risk management processes.
- Prepare risk reports and summaries for ELT, Committees and the Trust Board
- Track and coordinate delivery of audit, and assurance actions across the Governance and Risk department.
- Undertake governance and compliance monitoring, including business insurance and policy compliance
- Develop and maintain dashboards and insight reporting across:
 - Corporate risk
 - Customer care and complaints
 - Information Governance activity
- Analyse data to identify trends, emerging risks and pressure points
- Produce clear, accessible summaries and visual information to support senior leaders and governance forums.
- Support continuous improvement of governance, risk and assurance arrangements
- Maintain an up-to-date understanding of risk management, governance and assurance within a public sector context.
- Undertake relevant training and professional development, including risk, governance and data/reporting tools as required.
- Work collaboratively across Governance, Risk, Information Governance and Customer Care to support a joined-up, proportionate approach.
- Promote a positive and enabling approach to governance and risk management across the Trust.
- Maintain accurate records and ensure all governance data is up to date.
- Assist in embedding continuous improvement and good governance practices across the Trust.
- Manage and maintain the Trust's declarations of interest process, including recording, review and escalation of potential conflicts in line with policy.
- Undertake any duties appropriate to the grade.

We are looking for applicants who can demonstrate that they meet the following requirements:

Education

- Minimum of 2 A-Levels or equivalent qualification, or demonstrable equivalent experience in a relevant area (e.g. governance, risk, compliance, performance or business support).

Experience

- Experience working in a governance, risk, compliance, assurance or related business support environment.
- Experience of maintaining and updating registers, logs or performance information (e.g. risk registers, action trackers, complaints or case logs).
- Experience of analysing information and presenting it in a clear and accessible way for a range of audiences.
- Experience of supporting reporting, assurance or monitoring activity within a public sector or regulated environment (desirable).

Knowledge & Skills

- Understanding of governance, risk management and assurance activity, or the ability to develop this knowledge quickly.
- Strong organisational skills, with the ability to manage competing priorities and meet deadlines.
- Good data handling and analytical skills, including confidence working with spreadsheets and management information.
- Ability to communicate complex or technical information clearly, both in writing and verbally.
- Ability to handle confidential and sensitive information appropriately.
- Strong interpersonal skills and the ability to work collaboratively across teams and services.



We are an equal opportunities employer.

