

## ROLE PROFILE

<b>Job Title</b>	<b>IT Risk &amp; Compliance Manager</b>
<b>Business Unit / Group Function</b>	Central Services
<b>BU Team / Sub-Function</b>	GTS
<b>Location</b>	SBP
<b>Leader</b>	Planning & Governance Leader
<b>People Leadership</b>	No
<b>Job Level</b>	4A
<b>Role Purpose</b>	
Manage and assess technology and data-related compliance issues across WG&S, collaborate with system administrators and owners to detect, document, and monitor risks, and develop risk compliance processes on ongoing basis.	
<b>Accountabilities</b>	
<ul style="list-style-type: none"> <li>• Lead on Technology-related risk topics, advising internally on implementation of compliance measures to ensure adherence to defined standards</li> <li>• Develop risk mitigation strategies and contingency plans for data privacy, protection and general compliance requirements in partnership with other GTS and business teams (e.g. InfoSec) to defined standards</li> <li>• Support and conduct internal and external IT audits to ensure data security requirements and certification of GTS systems are met</li> <li>• Develop risk compliance trainings and guidelines for WG&amp;S including identification and management of risk compliance issues reducing breaches and increasing risk awareness of compliance obligations</li> <li>• Assess and evaluate organisational IT system and developing improvement plan including measures using appropriate metrics or KPIs which meet business objectives</li> <li>• Document, formalise and report risk or compliance issues and develop an adequate issue management system in line with business objectives</li> <li>• Analyse and investigate escalated issues and oversee the issue to ensure ownership and implement adequate measures to completion</li> <li>• Work collaboratively with the different GTS stakeholders and WG&amp;S functions to build a risk compliance system supporting business and all relevant stakeholders or to implement solutions</li> <li>• Create a culture of innovative thinking to improve compliance related processes enabling continuous improvement of compliance policies</li> <li>• Monitor and review and co-development of GTS related IT policies ensuring cross functional dependencies are understood and documented to ensure compliance</li> </ul>	
Created by:	Lawrence McDonald
Creation Date:	3 September 2021
HRBP:	Kirsty Morris
Date of last revision:	4 October 2021

## Competencies

<p><b>Deciding and Initiating Action</b></p> <ul style="list-style-type: none"> <li>• Makes prompt, clear decisions which may involve tough choices or considered risks</li> <li>• Takes responsibility for actions, projects and people</li> <li>• Takes initiative, acts with confidence and works,</li> <li>• Initiates and generates activity</li> </ul>	<p><b>Adhering to Principles and Values</b></p> <ul style="list-style-type: none"> <li>• Upholds ethics and values</li> <li>• Demonstrates integrity</li> <li>• Promotes and defends equal opportunities, builds diverse teams</li> <li>• Encourages organisational and individual responsibility towards the community and the environment</li> </ul>	<p><b>Writing and Reporting</b></p> <ul style="list-style-type: none"> <li>• Writes clearly, succinctly and correctly</li> <li>• Writes convincingly in an engaging and expressive manner</li> <li>Avoids the unnecessary use of jargon or complicated language</li> <li>• Writes in a well-structured and logical way</li> <li>• Structures information to meet the needs and understanding of the intended audience</li> </ul>
<p><b>Analysing</b></p> <ul style="list-style-type: none"> <li>• Analyses numerical data, verbal data and all other sources of information</li> <li>• Breaks information into component parts, patterns and relationships</li> <li>• Probes for further information or greater understanding of a problem</li> <li>• Makes rational judgements from the available information and analysis</li> <li>• Produces workable solutions to a range of problems</li> <li>• Demonstrates an understanding of how one issue may be a part of a much larger system</li> </ul>	<p><b>Planning and Organising</b></p> <ul style="list-style-type: none"> <li>• Sets clearly defined objectives</li> <li>• Plans activities and projects well in advance and takes account of possible changing circumstances</li> <li>• Identifies and organises resources needed to accomplish tasks</li> <li>• Manages time effectively</li> <li>• Monitors performance against deadlines and milestones</li> </ul>	<p><b>Adapting and Responding to Change</b></p> <ul style="list-style-type: none"> <li>• Adapts to changing circumstances</li> <li>• Accepts new ideas and change initiatives</li> <li>• Adapts interpersonal style to suit different people or situations</li> <li>• Shows respect and sensitivity towards cultural and religious differences.</li> <li>• Deals with ambiguity, making positive use of the opportunities it presents.</li> </ul>

## Skills and Experience

<p>Educated to degree level or equivalent</p>
<p>Experience of working with and engaging at board and senior leadership levels</p>
<p>Strong knowledge of Enterprise Architecture Frameworks and experience of successfully implementing best practise within a global organisation</p>

Strong technical and functional knowledge of IT controls including Change Management, User Access and IT Operations

Experience of understanding and assessing third party service provider risk and control, including understanding SOC reports control

Good knowledge of GDPR technology risks and controls

Good knowledge of Cybersecurity frameworks such as NIST, CIS18 etc