

ROLE PROFILE

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

Competencies

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

Skills and Experience

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

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| 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 |