

# Job Description



<b>JOB TITLE</b>	Governance, Risk & Compliance Manager
<b>LOCATION</b>	Remote with occasional travel (fully funded to Head Office)
<b>DEPARTMENT</b>	Governance & Compliance

**MAIN PURPOSES OF THE JOB: (JOB SUMMARY)**

To be responsible for managing all aspects of risk to the organisation and its assets, employees, reputation, clients, and all stakeholder interests. Specific risk areas include: corporate governance, information security, legal and regulatory compliance, environmental, operational and clinical risk.

To support IPRS Health in launching and delivering innovative operational and clinical services to its clients in the most effective manner, ensuring that quality and effective governance and compliance is at the forefront of new and current services.

**KEY TASKS AND RESPONSIBILITIES:**

- To be an active member of the Senior Leadership Team to support the delivery of IPRS Group’s various business strategies;
- To design, implement and lead a comprehensive risk management strategy for the organisation;
- To scan the corporate and compliance horizon to identify potential risks to the business;
- To ensure compliance with legal and regulatory obligations using a practical and commercial approach to recommend appropriate solutions to risk-based challenge.
- To develop and maintain governance policies, procedures, and guidelines and to ensure these are effectively implemented within the organisation;
- To review and interpret monthly statistics and management information to monitor quality;
- To lead and motivate the Governance and Compliance team to maximise effectiveness and efficiency;
- To work with the IPRS Health Quality Lead to oversee the management of IPRS Health Quality and Patient Safety;
- To work with the IPRS Health Training and Patient Experience Lead to oversee colleague learning and development and IPRS Health Patient Experience;
- To work with the IPRS Group Information Security and Compliance Officer to oversee ongoing ISO certification and to implement new certifications as required by the business;
- To lead and implement IPRS Group’s ESG Reporting strategy;
- To consult with all teams to assure the adequate and effective control of risk and compliance of new business initiatives;
- To provide regular reports at senior management/board level detailing any governance, risk, or compliance issues or provide information as required;
- To lead on the co-ordination and management of internal and external (including clients’) audits;
- To conduct internal audits of the business GRC posture and provide GRC action plans to the business;
- To advise the business on insurance needs relevant to risk;
- To provide training, education, and support to IPRS Group colleagues to build and embed risk awareness within the organisation;
- To provide practical and proactive advice regarding risk and compliance to company managers, team leads and Group support functions (e.g., HR, finance)
- To manage the successful delivery of risk and compliance projects to ensure technical excellence and practical/business driven approach;
- To support and lead on Group projects as assigned by the business.

**PERSON SPECIFICATION****(E) Essential (D) Desirable****Education and Qualifications:**

- Law degree, ICA diploma, or equivalent GRC-based qualification (E)
- Evidence of continuing professional development (E)
- Formal post-graduate education in corporate governance, risk, or compliance subject matter (D)

**Experience & Knowledge:**

- Experience of managing risk and compliance in a public and/or private healthcare setting (E)
- Clinical Governance experience (D)
- Knowledge and experience commensurate with this role and experience of dealing with the regulatory environment (E)
- Practical knowledge of UK and EU legislation (E)
- Practical knowledge of ESG reporting (D)
- Broad technical knowledge and expertise of corporate governance matters and regulatory risk and regulatory change matters (E)
- Practical experience of risk assessment and management and audit (E)
- Leadership and project management experience in delivering process efficiency enhancements (E)
- Proven track record of leading and managing change (E)
- Computer literate with good Excel, Word, and PowerPoint skills (E)
- Proven experience in the use of Databases (E)

**Skills & Abilities:**

- Practical and commercial approach to problem solving and decision making
- Training, teaching, and presentation skills
- Policy, procedure, guideline writing and implementation
- Time management and prioritisation to meet agreed deadlines in a demanding environment
- Ability to collate, produce and analyse data
- Excellent attention to detail
- Flexibility to operate in a changing environment
- The professional skill, expertise, and demeanour to carry out the role effectively and autonomously
- Ability to manage own professional development
- Strong personal integrity
- Interpersonal flexibility and ability to communicate effectively with relevant business functions

**Other:**

- Full driving licence

**Date:** August 2022