



Job Description

Job Title: Operational Risk Manager

Department: Risk

Reports to: Head of Operational Risk

Direct Reports: No

Certified Person: No

Budget Responsibility: No

Purpose of role:

This is an excellent opportunity to work with the Head of Operational Risk to manage the operational risk of the Bank by the execution and adoption of the Operational Risk Management Framework (ORMF), which includes risk identification, assessment, management, monitoring and reporting of risks, with particular focus on Risk and Control Assessments, risk event management, control assurance and MI reporting.

Primary Responsibilities of Role:

- Support the Head of Operational Risk within second line of defence in the day to day management of operational risk to include key risk management activities such as: Operational Risk Event reporting and error resolution, Risk and Control Assessments, Business/project risk assessments, Key Risk Indicators and operational risk training to first line risk owners.
- Undertake and document Control Assurance Testing (CAT) linked to RCAs & risk events.
- Co-ordinate, monitor and report on a framework of Key Risk Indicators (KRIs) for the Bank.
- Assist first line in the preparation and documentation of their Risk and Control Assessments (RCAs) for all areas within the Bank.
- Assist first line with the investigation of Risk Events and preparation of reports.
- Maintain both the risk event and risk issues logs, monitoring progress and escalating as required.
- Compile the monthly MI reporting for the Risk Management Committee.
- Involvement in the process of embedding the operational risk framework throughout the business areas and contribute to the risk and control culture of the organization through knowledge sharing and awareness on the importance of risk management.
- Influence and monitor progress of action plans to improve the risk and control environment arising from internal and external risk events, risk issues, RCAs, risk monitoring, internal and external audits and regulatory inspections.
- Promote an appropriate culture of awareness and attention to OR throughout the bank in line with evolving regulatory requirements by embedding the three lines of defence and enhancing the OR reporting and governance.
- Give quality advice, guidance and training to the business lines so that the business owners can manage its risks and meet its regulatory obligations.
- Be aware, maintain knowledge and adhere to the relevant regulatory and legal obligation of the function managed, including local and wider group policies. This should include an understanding, and the appropriate application of the PRA and FCA requirements and the organization's commitments.



Individual Conduct Rules:

- **Rule 1:** You must act with integrity.
- **Rule 2:** You must act with due skill, care and diligence.
- **Rule 3:** You must be open and cooperative with the UK Financial Conducts Authority, the PRA and other regulators.
- **Rule 4:** You must pay due regard to the interests of customers and treat them fairly.
- **Rule 5:** You must observe proper standards of market conduct.

Competence Requirements:

Professional/Academic Qualifications:

- The ideal candidate should be educated to degree level with Operational Risk Management experience within financial services, however strong candidates with transferable operational risk experience not gained within financial services will also be considered

Experience/Knowledge

- Sufficient breadth and depth of Operational Risk Management experience to make critical assessments and sound business decisions;
- Experience gained within a Financial Services operational risk function, ideally with Trade Finance experience;
- Solid quantitative and qualitative analytical skills, attention to detail and strong excel skills;
- Strong communication skills (both written and oral);
- Strong time management skills in order to meet agreed deadlines;
- Strong desire to build a career in operational risk management and the entire risk management spectrum;
- Proven interpersonal skills with ability to work with a fair degree of autonomy and demonstrate initiative and a sense of personal accountability, but remain a team player and enjoy contributing in a cooperative environment;
- Ability to work well in a small, collaborative team.

Technical Skills:

- Excellent Excel, Word, PowerPoint, Outlook skills