

## JOB DESCRIPTION

<b>Title</b>	<b>Operational Risk Analyst</b>
<b>Reports to</b>	<b>Organisational Risk Manager</b>
<b>Department</b>	<b>Risk and Compliance</b>
<b>Location</b>	<b>Based at the London Office (hybrid working model)</b>

### Main purpose of the role

Reporting to the Organisational Risk Manager within the Risk & Compliance function, the Operational Risk Analyst will help ensuring GIB (UK) has a robust risk and governance framework across the Treasury & Banking and Asset Management divisions.

This will include (but is not limited to) supporting the Organisational Risk Manager providing Second Line of Defence oversight to the implementation of the Operational Risk Management Framework and associated tools across the First Line of Defence.

### Key duties and responsibilities

#### Organisational Risk

- Assistance with providing evidence for reviews and information requests (e.g. Audit)
- Responsible for the creation of regular risk dashboards and reports (e.g. monthly Risk & Compliance Dashboard), including collation and summarising of information from the wider business
- Overseeing 1st Line of Defence submission of Operational Risk Events ensuring accurate summary of events and root cause captured and actions added/ tracked via Risk Mitigation Plan, providing support and challenge to the Business as required
- Maintaining Risk Registers e.g., Operational Risk Events (ORE) database, Risk Acceptance Log, inventories, risk mitigation plans
- Oversee 1st Line of Defence quality assurance and control effectiveness assessments
- Actions tracking e.g. ORE actions, audit findings, matters arising at Committees etc.
- Creating/ disseminating Operational Risk Management Information as required e.g. monthly loss data for relevant areas
- Assist Organisational Risk Manager in the design, update and maintenance of the Organisational Risk area of SharePoint
- Assist with/ take part in projects as required
- Maintain the Key Risk Indicator (KRI) database, ensuring the change log is kept up-to-date and the KRIs align with the Board agreed Register, & assist Organisational Risk Manager to facilitate periodic Risk Appetite Statement reviews
- Assist the Organisational Risk Manager, overseeing 1st Line of Defence RCSA process
- Assist the Organisational Risk manager with periodic review and refresh of Organisational Risk Policies
- Own organisational risk procedures pertaining to organisational risk tasks undertaken ensuring they are kept accurate and up-to-date and refreshed in compliance with Governance Framework requirements

## **Governance**

- Supporting senior Committees (including scheduling meetings, preparation and circulation/uploading of pack, minutes and attendance tracking)
- Maintenance of Policy and Procedure inventory (including sending monthly reminders, reporting on status, preparing quarterly Policy round up, posting relevant updated documents on the Intranet)
- Oversee the alignment of the UK subsidiary policies with Group policies as required
- Support of annual Governance effectiveness review (including questionnaires, update of Governance Framework and Terms of Reference)
- Maintain Governance procedures pertaining to governance tasks undertaken, including Secretariat Procedure, ensuring they are kept accurate and up-to-date and refreshed in compliance with Governance Framework requirements
- Maintain relevant templates, assisting the Business with training and support for accurate completion
- 

## **Culture responsibilities**

- Strive to act in line with the target culture including values, behaviours and D&I
- Contribute to sustainability initiatives
- Read and understand relevant risk appetite policies and processes
- Speak up, raise breaches and issues
- Maintain awareness of market best practice and regulatory updates

## **Experience, skills and knowledge**

### **Professional qualifications required (if applicable)**

Relevant professional qualification useful (e.g. Operational Risk qualification) or can demonstrate experience in similar roles.

### **Essential experience, skills and knowledge required**

- Around 5 yrs' Analyst experience in an Operational Risk function within financial services
- Excellent attention to detail
- Highly proficient in MS Office preferably Office 365 (Outlook, Word, Excel, PowerPoint, Teams)
- Strong proven analytical skills
- Ability to challenge and question
- Effective interpersonal and organisation skills
- Ability to multi-task working to deadlines
- Ability to take minutes at meetings

**Personal skills**

- Highly motivated/self-starter/ proactive
- Quality driven
- Organised and methodical
- Excellent time management
- Team player
- Calm and professional
- Trust and diplomacy
- Discreet
- Positive attitude
- Confident in liaising with people at different levels and challenging as required
- Flexibility

**THIS SECTION MUST BE COMPLETED**

<b>Certified Person:</b>	<b>N/A or MRT/ Significant Harm Function</b>
<b>Level of Authorisation held (ie payment authoriser)</b>	<b>Yes Up to £x or N/A</b>
<b>Bank Signatory?</b>	<b>Yes or N/A</b>
<b>Level of Responsibility (ie Department Manager)</b>	<b>Line Manager or N/A</b>

<b>Name of Employee:</b>	
<b>Signature of employee:</b>	
<b>Date approved:</b>	
<b>Name of Manager:</b>	
<b>Signature of Manager:</b>	
<b>Date approved:</b>	