**TITLE OF POST: Risk & Information Assistant**

**GRADE: SC3**

**RESPONSIBLE TO: Risk Team Manager**

**MAIN PURPOSE OF JOB:**

Under the guidance of the Risk Team Manager, to undertake the support and delivery of duties within the function which contribute to the provision of an excellent service, whilst ensuring the effective use of resources. To support department managers in the delivery of exceptional services to our community and key stakeholders.

1. **GENERAL DUTIES** 
   1. To promote the Service Vision, ‘Creating the Safest Community’.
   2. To work effectively and efficiently to support line management in the delivery of the department’s aims and objectives.
   3. To ensure that all policies and procedures within the function are adhered to in accordance with regulations, lean thinking and value for money.
   4. To maintain appropriate and robust information systems within the department.
   5. To maintain positive and effective liaison links with organisations and partners as appropriate.
   6. To support the preparation and production of a variety of quality information for inclusion in management and departmental reports.
   7. To ensure complete compliance with current Data Protection Legislation.
   8. To ensure relevant knowledge is up to date.
   9. To identify and recommend areas of potential improvement.
   10. To represent the function at internal and external meetings and events and take minutes when required.
   11. To support the activities of the function and diary management for line management where required.
   12. To support colleagues with their work as required.
   13. To attend internal and external training courses as necessary.
   14. To undertake any other duties as appropriate to the role.
2. **ROLE SPECIFIC DUTIES**
   1. To be responsible for administration across the Risk, Health and Safety, and Data and Information teams.
   2. To provide assistance with the accurate recording of data and information, investigation reports and help ensure that statistics are compiled to support the identification of causes and trends.
   3. To provide a full range of administrative and clerical services including; photocopying, faxing, answering the telephone, distribution of correspondence, preparing letters for post, completion of forms.
   4. To undertake duties in relation to the Financial Management System (SAP) including the procurement, administration and monitoring of departmental budgets.
   5. To assist with the effective co-ordination of all visits, meetings, appointments and events e.g. transport, accommodation, venues, refreshments, equipment and visual aids, ensuring rooms are set out as required.
   6. To work effectively with a variety of data and information, producing reports and documentation as required.
   7. To oversee the department filing system including appropriate storage and disposal of paper based, electronic and confidential documentation appropriately.
   8. To assist with the upload and maintenance of documentation and information to the department’s intranet pages using the Service content management system.
   9. To compile and complete annual reports required for Government and other departments.
   10. To complete and submit all records relating to attendance, sickness, leave and any other necessary records for personnel within the team.
   11. To effectively liaise with a wide range of internal and external stakeholders.
   12. To undertake projects as required.
   13. To prepare presentations using appropriate equipment and software.
3. **HEALTH AND SAFETY (GENERAL POLICY)**
   1. By reference to current health and safety legislation and the Service's Health and Safety Policy to ensure that all employees:-
   2. Consider the safety of other persons who may be affected by their acts or omissions and to cooperate with their employer to perform and comply with any duties or requirements imposed upon them.
   3. Work with machinery, equipment and substances in accordance with information and training provided.
   4. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare.
   5. Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
4. **EQUALITY AND DIVERSITY (GENERAL POLICY)**
   1. To ensure an understanding and commitment to equality and diversity in accordance with service policies and procedures and demonstrate positive promotion of equality and diversity principles through working to the Service’s core values.
   2. To champion the principles of equality and diversity and provide appropriate advice, guidance and support.
   3. To challenge inappropriate behaviour and non-compliance with equality and diversity policies, procedures and principles.
5. **SAFEGUARDING** 
   1. To promote the application of the Authority’s Safeguarding Policies.
6. **ENVIRONMENT STRATEGY**
   1. To demonstrate an understanding and commitment to the Service’s Environment Strategy, in relation to the environment and carbon reduction policies.