

Position / Job Title:	Risk and Assurance Manager
Faculty/Professional Service:	Finance and Performance
Group/Section:	Planning
Location/Building:	Lansdowne Campus/Studland House
Normal hours per week:	Full time, job-share, part-time and flexible working arrangements are welcomed and will be considered. Some flexibility will be required in order to ensure that key time scales and deadlines are met.
Grade:	9
Accountable to:	Head of Planning

Job Purpose

The Risk and Assurance Manager will play a critical leadership role in shaping, embedding and delivering an institution-wide approach to risk, assurance, and resilience. The post-holder will lead the design, implementation, and ongoing evolution of an integrated risk management and internal control framework (excluding financial controls) that supports strategic delivery, operational effectiveness, and regulatory compliance.

Acting as a senior advisor to executive leadership and governance bodies, the role will champion a data-informed and forward-looking approach to institutional risk, ensuring that risk intelligence meaningfully informs strategic planning and decision-making. The Risk and Assurance Manager will also have responsibility for internal audit management and insurance arrangements, ensuring that the University remains protected, compliant and resilient in the face of evolving risks.

Working in close collaboration with senior leaders, academic departments, and professional services, the post-holder will drive a culture of proactive risk ownership, organisational learning, and continuous improvement across the University.

Main responsibilities

Risk Management

1. Lead the development, strategic implementation and ongoing delivery of the University's risk management framework, ensuring it supports the delivery of institutional objectives and complies with regulatory requirements and sector best practice
2. Own and lead the University's corporate risk and assurance register, delivering the institutional risk assessment process and ensuring regular review and refinement in response to internal and external change.

3. Provide expert advice and assurance to senior leadership on strategic and emerging risks, institutional risk appetite, and the effectiveness of mitigation and control strategies.
4. Spearhead and champion a culture of proactive and embedded risk ownership, working in close partnership with senior leaders, governance bodies, and departments to integrate risk thinking into planning, performance, and operation
5. Develop and lead an annual programme of targeted risk capability-building initiatives, including the design and delivery of training, briefings, and guidance to strengthen institutional risk maturity and resilience.
6. Design, implement, and maintain a robust internal control framework (excluding financial controls) to support the effective, efficient, and compliant delivery of university operations. This will include regular evaluation of effectiveness of controls.
7. Lead the development and delivery of data-informed risk reporting and assurance mechanisms, producing clear, timely insights for executive and governance audiences and supporting external and internal audit engagement.

Insurance

8. Provide strategic advice on the appropriate range, scope, and level of insurance cover required to support the University's risk appetite, operational needs, and regulatory obligations, including those of the University Board and external funders.
9. Lead the oversight, review and continuous improvements of the University's insurance arrangements ensuring policies and processes remain fit for purpose and aligned with evolving institutional activities and emerging risks.
10. Act as the senior point of contact for insurance-related queries, guiding staff and students on coverage implications and supporting informed decision-making regarding proposed activities.
11. Manage the relationship with the University's insurance brokers and underwriters, cultivating relationships to ensure comprehensive coverage, cost-effectiveness, and alignment with institutional risk appetite. Provide expert guidance on insurance strategy, claims management, and market trends to inform executive decision-making.
12. Lead the coordination and timely notification of all incidents or circumstances that may give rise to a claim, ensuring full compliance with insurer requirements and minimizing exposure to risk.
13. Ensure accurate insurance data collection and reporting; coordinate institutional returns and declarations required by insurers or sector bodies.
14. Provide authoritative advice and guidance to university departments, staff, and students on insurance coverage, claims procedures, and risk mitigation requirements.

Internal Audit

15. Act as the primary institutional liaison with internal auditors; play a key and lead role in the development of the internal audit plan.
16. Drive forward the implementation of internal audit recommendations and deliver regular reporting to senior management and the Audit Risk and Governance Committee in order to provide appropriate assurance.
17. Lead the management of a centralised audit action tracker, ensuring rigorous follow-up processes and clear accountability frameworks are embedded and consistently enforced.

Other Duties

18. Ensure compliance with regulatory requirements related to areas of responsibility.
19. Any other duties that might reasonably be required.

Dimensions

The role will play a pivotal role in embedding risk and assurance processes across the university. As such it is expected that there will be high degree of internal and external stakeholder engagement.

Challenges

The key challenges of this role include embedding a consistent and proactive risk culture across a complex university environment, aligning risk and assurance frameworks with the new 10-year strategic plan, and ensuring risk reporting is data-informed to enable evidence-based decision-making.

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

NB. The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. The post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of and comply with the Universities Sustainability Policy, Carbon Management Plan and associated documents, and to ensure that whilst at work that they demonstrate the adoption of sustainable habits or practices and carry out their day-to-day activities in an environmentally responsible manner.

July 2025

Post / Job Title: Risk and Assurance Manager	
Faculty / Service: Finance and Performance	Date: August 2025
Knowledge (including experience & qualifications)	Essential /Desirable
Degree or equivalent qualification in a relevant subject or appropriate level of intellectual capacity/experience	E
Significant experience in leading risk management and assurance functions within a large, complex, and regulated organisation	E
Demonstrable knowledge of strategic and operational risk management frameworks, including enterprise risk and internal control systems (excluding financial controls)	E
Proven experience managing institutional insurance arrangements, including assessing coverage needs, managing claims, and liaising with insurers	E
Strong understanding of internal audit processes and the ability to coordinate audit plans, actions, and governance reporting.	E
Experience of engaging with senior stakeholders and governance committees, including the provision of high-quality risk and assurance reporting.	E
Awareness and understanding of the current challenges in the Higher Education landscape	E
Sound knowledge of applicable ISO/British Standards related to risk management and internal controls	E
Track record of working within Higher Education	D
Certified membership of the Institute of Risk Management or other relevant professional body	D
Skills	
Excellent interpersonal skills required to influence a wide range of colleagues/stakeholders. Ability to talk to senior figures in the University and present an argument convincingly	E
Strong analytical skills and ability to evaluate and improve internal control and risk management systems across a diverse institutional environment	E
Effective leadership of a small team, with a collaborative approach to cross-organisational working and stakeholder engagement	E
Strong Project Management skills: the ability to write a project plan, co-ordinate team members in performing set tasks and deliver an application are essential	E
Strong written skills, with the ability to produce clear, evidence-based reports and briefings for senior leadership and governance committees	E
Attributes	
Ability to optimise business operations in the current digital environment, and realise future digital potential	E
High degree of initiative, responsibility and self-motivation, with a professional and proactive approach	E
Ability to manage conflicting priorities	E
Ability to work as part of a team and contribute effectively as a team player	E
Calm and composed under pressure, with the ability to lead and advise during periods of disruption or uncertainty	E
Ability to work proactively and independently with excellent time management and prioritisation skills	E
Ability to work flexibly under pressure	E
Commitment to continuous improvement and innovation in risk and assurance practices	E
Highly effective manager	E
Strong value-based ethos and high-quality standards	E
Values diversity and difference, operates with integrity and openness, and encourages collegiality through an engaging leadership style	E