

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Luminate Education Group
Core Job Role:	N/A
Job Title:	Risk and Assurance Manager
Reports to:	Deputy CEO Curriculum & Quality and Director of Governance
Grade	LM2
Date of compilation:	July 2023

ROLE SUMMARY:

To lead the Luminate Education Group's risk and assurance functions, ensuring that the group's risk management and internal control processes are operating effectively to support the achievement of strategic objectives.

SPECIFIC ROLE RESPONSIBILITIES:

- To lead the Luminate Education Group's risk and assurance functions, ensuring that the group's risk management and internal control processes are operating effectively to support the achievement of strategic objectives.
- To co-ordinate, plan and deliver internal audit activity across the Luminate Education Group, liaising closely with other providers of audit and assurance services to the group.
- To communicate the findings of audit activity to heads of department, senior and executive leadership teams and Audit Committee(s).
- To make recommendations to improve and strengthen internal controls through analysing data and evaluating information/systems.
- To track, monitor and report on the implementation of all identified audit actions across the group.
- To lead on the ongoing development of the Luminate Education Group's risk management framework, ensuring that it continues to meet the needs of the group.
- To interpret and apply regulatory guidelines relating to internal audit and assurance.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

1. Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
2. Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
3. Comply with all relevant policies and procedures.
4. Act with honesty and integrity to maintain high standards of ethics and professional standards.
5. Use and promote restorative practice approaches.
6. Comply with all legislative and regulatory requirements.
7. Promote a positive image of the Luminate Education Group and member organisations.
8. Any other duties commensurate with the level of the post, which may be required from time to time.
9. Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Risk and Assurance Manager
Department	Executive Leadership Team / Governance

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C = Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Educated to at least Bachelor's degree level.	A / C
E	Q2. Minimum GCSE level A*- C or equivalent in English & Maths.	A / C
E	Q3. Relevant professional qualification e.g. Chartered Institute of Internal Audit (CIIA).	A / C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of audit/assurance work.	A / I
E	EK2. A good understanding of risk management and assurance frameworks.	A / I
E	EK3. Experience of liaising and working collaboratively with internal and external	A / I

	stakeholders, with the ability to develop highly effective working relationships at all levels.	
D	EK4. An understanding of sector specific risks and challenges.	A / I
D	EK5. Knowledge of the Generally Accepted Auditing Standards (GAAS).	A / I
D	EK6. Experience of interpreting and applying regulatory guidelines.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Strong written and oral communication skills and the confidence to challenge others.	A / I
E	SC2. A high-calibre, confident individual with proven ability to manage complicated projects with high levels of autonomy and a proactive approach.	A / I
E	SC3. Excellent research and analytical skills.	A / I
E	SC4. Proven ability in planning and organisation with exemplary attention to detail and a methodical and meticulous approach.	A / I
E	SC5. A team player who is self-motivated and able to work autonomously.	A / I
E	SC6. Excellent initiative and professional judgement, with the ability to make independent decisions and effectively address problems and challenges.	I
E	SC7. The ability to work calmly and professionally under considerable pressure, within a constantly changing environment, and to short deadlines without compromising quality and standards.	A / I
E	SC8. Excellent IT skills, and ability to demonstrate advanced use of the Microsoft Office range of programmes.	A

E	SC9. The ability to deal with confidential and sensitive information and situations with diplomacy, discretion and tact.	I
D	SC10. Experience of working within the education sector.	A
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion.	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in.	I
E	B3. Commitment to the PREVENT agenda.	I
E	B4. Commitment to professional standards.	I
E	B5. Commitment to restorative practice approaches.	I