

Job Description

JOB TITLE:	Operational Risk Analyst
DEPARTMENT:	Risk & Actuarial
JOB HOLDER:	
REPORTS TO:	Operational Risk Manager

Purpose of the Job:
<p>The Operational Risk Analyst will be responsible for supporting the Operational Risk Manager in managing the operational risk for all regulated entities in line with the Group's Risk Management Framework. The role reports to the Operational Risk Manager.</p>
Principal Accountabilities:
<p>Risk reviews</p> <ul style="list-style-type: none"> To assist with the maintenance of the risk register for all entities; To support the production of risk assessment reports for the Operational Risk Working Group (ORWG) <p>Risk policies</p> <ul style="list-style-type: none"> To ensure timely annual review of all risk policies in line with the agreed timetable; <p>Risk reporting</p> <ul style="list-style-type: none"> To support the Operational Risk Manager in the reporting of operational risk to the relevant committees; To assist in the recording, monitoring and investigation of risk events / incidents; To collate metrics for quarterly risk reports; To support operational risk analysis in line with the Operational Risk Framework e.g. thematic reviews, quarterly risk reviews and validation of operational risk; To coordinate the ORWG and Incident Management Team (IMT); <p>BC/DR</p> <ul style="list-style-type: none"> To provide support and assist the Operational Risk manager with the management of all Business Continuity/IMT tasks; To update the Risk and Actuarial Business Continuity Plan <p>Adhoc</p> <ul style="list-style-type: none"> To assist in monitoring performance and follow up of the Risk teams financial controls; To update the risk sections of the Solvency II document library To undertake any ad hoc duties as necessary, such as data inputting, collating information and producing reports; To establish and maintain effective working relationships across the risk management team and across other internal departments.
Regulatory Conduct Rules

1. Act with integrity.
2. Act with due skill, care and diligence.
3. Be open and co-operative with Lloyd's, the FCA, the PRA, and other regulators.
4. Pay due regard to the interests of customers and treat them fairly.
5. Observe proper standards of market conduct.

Education, Qualifications, Knowledge, Skills and Experience

- The ideal candidate will be naturally inquisitive, numerate and analytical, with an attention to detail;
- Up to 3 years of experience in the relevant industry;
- Previous risk management experience gained within the general insurance sector is desired, along with any progress towards CII or IRM certification;
- Those who have completed an internship with a focus on risk management, or including a rotation, will be considered;
- Some knowledge of risk management tools and disciplines;
- The ability to challenge and question established practices and contribute to the development of new processes, as necessary with input from management;
- Candidate must be proactive, highly organised and have the ability to multi-task and work in a fast paced environment;
- Strong communication and interpersonal skills with the ability to establish and maintain effective working relationships;
- Excellent IT skills, in particular an advanced level of MS Excel, Word and PowerPoint.

As a term of your employment you may be required to undertake such other duties as may reasonably be required of you in the post and department mentioned above.

Signed by the candidate.....

Name Dated