![CAF — Charities Aid Foundation]

JOB DESCRIPTION

Job Title: IT Risk and Governance Analyst

Grade: C

Department: IT

Main purpose of job:

To support the IT Risk& Governance Manager in the collation, organization and management of IT risk and audit actions to ensure IT systems and processes are secure, compliant, and aligned with business objectives.

Responsible to: IT Risk& Governance Manger

Budgetary responsibilities: *NA*

Responsible for: *NA*

Key Job Responsibilities:

- Maintain and update documentation related to management meetings and IT governance activities, including risk registers, risk assessments and acceptances.

- Follow up on management actions resulting from audits and assessments until resolution.

- Monitor IT activities to ensure adherence to governance policies and reporting any deviations or issues.

- Assist with evidence collection during audit engagements and assessments.

- Organize and support continuous improvement activities to improve team skills and enhance knowledge development of risk management within IT.

- Working with internal and external stakeholders to ensure IT governance and risk management activities support business goals and are effectively communicated and implemented across the organization.

- Assist in the development and delivery of training programs to promote a risk-aware culture within the organization.

- Track team calendar meetings, events and ensure the team is involved in all IT governance activities

CAF Values and Behavioural Indicators

The CAF Values and Behavioural Indicators set out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This is used for the assessment, management and development of performance of all our people across CAF

Please refer to the link: CAF values and indicative behaviours for the CAF Values and Behavioural Indicators.

Date: April 2024

PERSON SPECIFICATION

Job title: IT Risk and Governance Analyst

Date: April 2024

Attributes	Essential	Desirable	How Evidenced?
Experience			
At least five years' experience of transforming and managing significant IT services in a large organisation			
At least 3 years' experience in the IT/risk management industry.		✓	
Experience of delivering ICT strategy/delivery.	✓		
Experience of risk management in complex IT environment	✓		
Experience of joint procurement, market testing and outsourcing as well as negotiating quality, cost-effective services		✓	
Experience of successfully implementing an IT risk management strategy.		✓	
Evidence of facilitation of risk workshops		✓	
Qualifications			
Educated to a high standard.	✓		
Specialist Skills/ Ability/Knowledge			
Exceptional inter-personal skills enabling engagement with all levels of staff, external organisations, agencies and regulatory bodies.	✓		
Leadership skills, including the ability to manage in a modern, empowering way, and to deputise as required		✓	
An understanding of IT strategy, business technology and its application at all levels in this environment and the skills to think strategically, including: • interpreting and handling complex information • acting with political sensitivity • driving and engaging positively with change.	✓		
A sound understanding of portfolio, programme and project management risk management	✓		
An understanding of key IT management standards, including but not limited to ITIL, PRINCE and COBIT	✓		
Employing excellent leadership and team-working skills in an environment where priorities and goals can quickly change and evolve.			
Communication			
Strong written skills to be able to write documentation to support the application development.	✓		
Strong verbal skills to be able to communicate complex technical issues with a wide audience with varied technical knowledge.	✓		
Personal Qualities			
Flexible approach to projects and technologies.	✓		
Ability to work alone or collaborate with others on development projects.	✓		
Be approachable and able to work is a pressured agile environment whilst maintaining a professional approach	✓		
Have a diligent approach and an obsessive focus on quality	✓		
Be strongly delivery focussed with experience in leading and successfully completing moderately complex projects.		✓	
Prior to Appointment *All posts:* • *Credit Check* • *Basic Criminal Records Check* • *Employment References*	✓ ✓ ✓ ✓		

Medical Clearance			

✓ Tick either the Essential or Desirable column as appropriate for each attribute

✝ Insert the code from the key below for how you intend to assess this requirement e.g. at interview, via references etc.

Key

R = References, **E** = Evidence/Certificates, **A** = Application, **C** = Competency Interview, **T** = Testing/Assessment