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| **Role title:** | Group Risk & Compliance Reporting Analyst | **Responsible to:** | Senior Group Risk Manager |
| **Division:** | Risk & Compliance | **Department:** | Risk |
| **Direct Reports and Level:** | N/A | **Scope:** | Governance, risk, compliance and control frameworks across the MPS Group (MPS) |
| **Scale:** | N/A PeopleN/A BudgetN/A income |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | Core | **Role Family** | Technical |

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| **Overall Role Purpose** |
| The purpose of the role is to support the Risk and Compliance division in the delivery and analysis of risk and compliance management information (MI). To develop and manage clear and accurate reporting that facilitates enhanced oversight and quality decision making within MPS.  |

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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational** * Delivery of timely risk MI and reporting
* Day to day maintenance of the MPS risk management system on behalf of the Division, including user lists
* Act as key liaison with Group IT for system support.
 | * MI and risk reports all delivered within agreed timescales
* Ongoing integrity of the content of the MPS risk management system
* System user access controls in place and maintained
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| **Financial*** Ensure that all spend is managed within organisation policy reporting on variance to budget to the Risk and Compliance leadership team
 | * Expenses and other costs managed within departmental budget and Group Policy
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| **Member*** Delivery of Conduct Risk-related MI and reporting
 | * Conduct Risk MI and reporting
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| **People*** Support the design and delivery of training for the MPS risk management system
* Take personal accountability for own training, competence, performance and engagement of self and colleagues ensuring clarity on own accountabilities and comply with all governance, policy standards and processes.
 | * Competent MPS risk management system users across MPS
* Delivery of Personal Development Plan to plan
* One to one / performance review meetings Vs Plan
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| **Risk*** Role model the importance of robust risk management and compliance across MPS
* Delivery of accurate and fit for purpose risk reporting which enables informed decision-making
* Identify and report risks and issues identified within Risk and Compliance and across MPS to enable resolution and mitigation of potential impact on MPS, members and colleagues
 | * Improved awareness and understanding of risk management
* Risk reporting is accurate
* Risk reporting is insightful - qualitative and quantitative
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| **Responsibilities (RACI)** |
| * Working with the Senior Group Risk Manager to develop Key Risk Indicator reporting to monitor our exposure against our Risk Appetite.
* Hands on support to the Business Risk Partner to ensure business areas have assessed their risks; are maintaining their risk registers; have appropriate controls and action plans in place; and that a high quality standard of record keeping is maintained.
* Working with the wider Risk and Compliance Division to ensure that internal and external Risk and Compliance MI and reporting requirements are met.
* Undertaking other duties and tasks that from time to time may be allocated to the role holder that are appropriate to the level or role.
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| **Key Governance Responsibilities** |
| * Assist with the facilitation of MI and Risk Reporting for appropriate Executive and governance committees.
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| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking |  |
| Building Capability |  |
| Influencing Others |  |
| Collaborating |  |
| Leading Self and Others |  |
| Commercial and Risk |  |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** |  | * Highly numerate.
* Excellent attention to detail.
* Excellent written communication skills.
* Good I.T. skills including a working knowledge of Word, Excel, Outlook and Powerpoint.
 | * An understanding of Risk management within the regulated financial services industry (preferably insurance) with a strong leaning towards operational, conduct and compliance risk.
* Ability to work with business areas at all levels.
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| **Desirable** | * Educated to degree level or equivalent.
* Qualification in risk management or associated qualification would be beneficial
 |  | * Detailed knowledge of enterprise risk management and its practical and proportionate application.
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