



international
alert

JOB DESCRIPTION

Job Title	Enterprise Risk and Security Advisor
Reports to	Director of Finance and Operations
Management Responsibility	None
Job location	London
Grade	
Contract Duration	Twelve months contract subject to extension

Job Purpose
<p>The Enterprise Risk and Security Advisor will provide coordination to and hands-on support for the enterprise risk management processes across the organization. They will be working with the Director of Finance and Operations as well as the Executive Team & Managers in all field offices. In addition to ensuring that International Alert (Alert) has solid policies and approaches to managing a broad range of risks, the Adviser would also work with our country programmes to support them in their security protocols and critical incident management. They will provide risk assessment training to Alert employees. This position would suit someone that has experience and interest in risk management for international aid organisations and has kept up to date with emerging trends. The Enterprise Risk and Security Advisor will act as a key focal point, working across the organisation to make sure we are readily identifying key risks, mitigating where possible, and responding to acute incidents effectively.</p>
Duties and Responsibilities
<p>I. Enterprise risk management</p> <ul style="list-style-type: none"> • Drive and manage Alert's enterprise risk management process across the organisation. • Help with the re-design and update of the current Risk Management structure. • Working with the Director of Finance and Operations, develop and implement Alert's risk management framework and process across HQ, regions, and country offices. • Develop and manage risk monitoring and reporting structures, including review of mitigation actions and reporting mechanisms. • Provide support to Executive Team and Managers at HQ and field offices on risk management matters. • Input into organisational Internal Audit process by identifying risk-based control checking and evaluating process throughout the organisation. • Develop and deliver risk management awareness and capability training across the organisation. • Working with the Director of Finance and Operations drive a risk culture in the organising and ensure effective operation of organisational risk management. • Keep up to date with emerging sector trends and enterprise risk management best practices. <p>II. Security</p> <ul style="list-style-type: none"> • Working with the Director of Finance and Operations articulate steps and measures to implement Alert's Security Policy and lead and coordinate the practical implementation of the security policies and processes in the different locations

- Lead the development and review of security plans and procedures, including, but not limited to, contingency and crisis response plans, severe incident management protocol, standard operating procedures, emergency communications.
- Provide advice and respond to training needs to develop staff safety and security competencies – also by drawing from the experience of local teams and stakeholders
- Maintain close contacts with all country offices to develop a network of security specialists in all regions and build relationships with key actors.
- Monitor the reporting and data gathering of security incidents and generate analysis/reports on security trends, responses and vulnerabilities and any relevant lessons learned from security and safety incidents.

Travel Requirements

This position is based in London with 40% overseas travel.

N.B. Due to C-19 travel restrictions are currently in place across all of Alert's work.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Talent statement

At Alert, we have Talent Management in our business model as we believe talented people are crucial to the success of our work. We believe all individuals are talented and success comes in matching the right talents to the right roles.

For this role, the skills, qualifications and experience listed below are important, but we believe that to be successful in this job you will have the ability to apply a high-level conceptual analysis to generate practical ideas, and tailor and communicate these to diverse audiences with authority and empathy.

You provide leadership through inspiration and example. You are innovative, entrepreneurial, and creative, and you know how to influence people's thinking and ways of working. You are a networker who fosters, and models collegial working relationships based upon open communication, respect, and sensitivity.

Degree educated or relevant work experience

At least 2-3 years of Risk Management experience – ideally in a context affected by conflict and instability.

Excellent quantitative and analytical skills
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Interpersonal, communication and presentation skills
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Ability to implement and manage security polices in a humanitarian environment
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Possess strong characteristics of honesty and integrity

Ability to multi-task and work under pressure

Have practical knowledge and skills on ERM
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Risk management or Project Management software experience, and tech savvy

Demonstrable ability in designing and delivering security and safety training.
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DESIRABLE REQUIREMENTS

Knowledge of a variety of Risk Management models
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Ability to keep up to date with emerging models and frameworks
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Knowledge in Risk Management processes within NGO's and/or international organisations
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Another language would be advantageous
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