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**JOB DESCRIPTION**

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| **Job Title** | Enterprise Risk and Security Officer |
| **Reports to** | Director of Finance and Operations |
| **Management Responsibility** | None |
| **Job location** | UK, with possibility considering based International Alert Offices overseas |
| **Grade** | 4 |
| **Contract Duration** | Permanent |

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| **Job Purpose** |
| The Enterprise Risk and Security Officer 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. They will be ensuring that Alert has solid policies and approaches to managing a broad range of risks within the organisations, such as cyber, financial, organisational, and personal. They would also be responsible for the Risk and Security strategy and budget. In addition, the officer would work with our country programmes to support them in their security protocols and critical incident management, as well as provide risk assessment training to International 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 officer 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. |
| **Duties and Responsibilities** |
| **Enterprise risk management**   * Drive and manage International Alert’s enterprise risk management process across the organisation. * Lead on the re-design of the current Risk Management structure. * Working with the Director of Finance and Operations, develop and implement International Alert 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. * Liaise with Executive Team and Managers at HQ and field offices on risk management matters. * Input to 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 ensuring effective operation of organisational risk management. * Keep up to date with emerging sector trends and enterprise risk management best practices.   **Security**   * Be focal person for the risk and security strategy development, implementation, and monitoring. * Collaborate with the IT team on Cyber Security issues, providing insights into recent trends and support to mitigate risks. * Working with the Director of Finance and Operations articulate steps and measures to implement the Alert’s Security Policy and lead and coordinate the practical implementation of the security policies and processes in the different locations. * Coordinate 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. * Provide technical advice on team on security requirements to inform proposals. * Contribute to team-wide communications and knowledge management and participate in organisation-wide events and discussions on related topics/projects.   Any other tasks as may be reasonable required. |
| **Travel Requirements** |
| This position is based in The Hague with occasional travel to London and 40% overseas travel. |

**PERSON SPECIFICATION**

**ESSENTIAL REQUIREMENTS**

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| **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. |

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| Degree educated or relevant work experience. |
| At least 3 years of Risk Management experience – ideally in a context affected by conflict and instability. |
| Proven experience in budgeting and budget management. |
| Track record in risk and security strategy development, implementation, and monitoring |
| Excellent quantitative and analytical skills. |
| Interpersonal, communication and presentation skills, including the ability to facilitate the engagement and compliance of colleagues with policies and procedures. |
| Ability to implement and manage security polices in a humanitarian environment. |
| Possess strong characteristics of honesty and integrity. |
| Ability to multi-task and work under pressure. |
| Have practical knowledge and skills on ERM. |
| Risk management and/or Project Management software experience, and tech savvy. |
| Ability in designing and delivering security and safety training. |

**DESIRABLE REQUIREMENTS**

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