

# Job Description

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Job title	Risk Assurance & BCP Manager	Date: June 2025
Reports to (title)	Executive Director SQR	
Contract/Department	SQR	Revision: 1
Location		Grade:

## Job purpose

Describe the overall purpose of the job in two or three sentences.

The Risk Assurance & Business Continuity Planning (BCP) Manager is responsible for overseeing the implementation and continuous improvement of the organisation's enterprise risk management framework. This includes managing and maintaining risk registers, facilitating risk assessments, and ensuring that effective controls and mitigation plans are in place. The role provides independent assurance that risks are being appropriately identified, assessed, and managed across the business. Additionally, the manager leads the development, maintenance, and testing of business continuity and crisis response plans, ensuring organisational readiness and resilience in the face of disruptions. By embedding strong risk and continuity practices, the role supports informed decision-making, regulatory compliance, and strategic risk mitigation.

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

### Duties & responsibilities

#### Risk management

- Accelerate and continually improve the organisations enterprise risk management framework aligned to ISO 31000.
- Manage and maintain comprehensive risk registers reflecting the identification, analysis, evaluation and treatment of risks.
- Ensure the development and maintenance of operational risk registers with appropriate escalation and de-escalation of risk within the business.
- Develop and facilitate risk training courses to ensure a comprehensive understanding and progression of organisational culture for risk management.
- Co-ordinate development and monitoring of risk treatment plans to mitigate risk.
- Collaborate with the Safety Operations team and other departments to align risk matrices within the organisation within the enterprise risk management system.
- Provide an independent assurance that the risk management process conforms to ISO 31000 framework and organisational policies.
- Conduct periodic reviews and validations, collaborating with internal audit and compliance teams to test risk controls and effectiveness.
- Report risk exposure, treatment status and assurance findings to senior management, the risk review committee and the Executive Leadership Team (ELT).
- Customer facing lead for key contracts, with resource from these accounts having a dotted line into the role.

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## Business Continuity Management

- Lead the design, implementation, and continual improvement of the Business Continuity Management System (BCMS) in line with ISO 22301 requirements.
- Maintain and recertify ISO 22301 and re-evaluate internal audit provision and delivery.
- Conduct Business Impact Analyses (BIA) to identify critical business functions, resources, and recovery time objectives (RTOs).
- Develop, maintain, and review business continuity plans (BCPs) ensuring alignment with organisational risk priorities and resilience goals.
- Plan and coordinate regular BCP testing, exercises, and simulation drills to validate preparedness and identify improvement opportunities and effectiveness of plans.
- Maintain incident response and crisis management plans to ensure effective response and recovery from disruptive events.
- Proactive SME engagement in bid & mobilisation support (Risk & BCP).
- Lead and continue to develop organisational resilience through engagement from departments to develop and implement business continuity plans.
- Working closely with the IT team to connect the BCMS with the IT infrastructure and information security requirements (ISO 27001)
- Collaborate with the SQP Team to develop and implement US Platform model to meet UK reporting requirements.

## Stakeholder Engagement & Reporting

- Collaborate with business units, IT, HR, and external partners to embed risk and continuity practices organisation-wide.
- Prepare and present clear, concise risk management and business continuity reports and dashboards for executive leadership, risk committees, and regulators.
- Support compliance audits and regulatory inspections related to risk and continuity management.

## Continuous Improvement & Training

- Promote ongoing development of risk and business continuity awareness through tailored training programs and communications aligned with ISO 31000 and ISO 22301 standards.
- Monitor industry best practices, regulatory changes, and emerging threats to proactively update risk and continuity frameworks.
- Lead post-incident reviews and incorporate lessons learned into the risk and BCMS processes.

## Accountabilities

- Accountable for ensuring that the enterprise risk management framework is fully compliant with ISO 31000 principles and effectively integrated into organisational strategy.
- Ownership of the business continuity management system aligned with ISO 22301, ensuring that business continuity plans are comprehensive, regularly tested, and up to date.

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- Ensuring accurate maintenance of risk registers and BIA documentation, reflecting current risk exposures and continuity priorities.
- Timely escalation and reporting of risk and continuity status, incidents, and assurance outcomes to senior management and governance bodies.
- Driving compliance with applicable laws, regulations, and international standards for risk management and business continuity.

## Key Deliverables

- **ISO 31000-Aligned Risk Management Framework** – Documented and implemented enterprise risk management framework with supporting policies and procedures.
- **Comprehensive and Updated Risk Registers** – Reflecting risk assessments, controls, and treatment plans compliant with ISO 31000 methodology.
- **Risk Assurance and Monitoring Reports** – Independent reviews, control testing results, and risk exposure reports.
- **ISO 22301-Compliant Business Continuity Plans** – Detailed, tested, and approved BCPs for all critical business units and functions.
- **Business Impact Analysis (BIA) Reports** – Identification of critical processes, dependencies, and recovery objectives.
- **BCP Test and Exercise Reports** – Documentation of results, lessons learned, and corrective action plans.
- **Incident and Crisis Management Plans** – Updated plans to manage disruptions and support swift recovery.
- **Training and Awareness Programs** – Materials and records demonstrating risk and business continuity culture development.

## Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

The role will report into the Executive Director for Safety Quality & Risk with no direct line reports or budgetary requirements. There is a dotted line between the role and site based BCP operators to ensure connectivity and continuity of delivery.

## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

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- Practical analytical and specific related IT experience
- Membership with relevant professional body (IIRSM, BCI etc)
- Minimum level 3 qualification in Risk Management, Business Continuity Management and/or similar risk assurance related topic
- A comprehensive knowledge and understanding of aspects of safety, and risk management.
- A comprehensive knowledge and understanding of BCM
- A comprehensive knowledge of current safety issues legislation, management and standards
- Ability to forensically interpret and provide authoritative advice and recommendations on risk assurance and incident investigation management issues
- Knowledge of workplace risk assurance initiatives and how they add value to an organisation
- Excellent communication skills – Customer facing and capable of influencing peers in identified departments with experience in doing so in other organisations.
- Analysis and reporting, with the ability to structure analysis into meaningful supportive data to drive solution proposals. Extracting and effectively applying leading and lagging data to support the Safety and Health agendas.
- Knowledge of occupational Health and Safety legislation and standards.
- Experience in the development of risk-based policies strategies, management systems and controls that have been successful in improving general health and productivity.
- Experience of informing businesses in good practice safety management based upon learning from experience through thorough incident investigation.
- **Personal Specification**
- Ability to organise workload effectively for the purpose of meeting deadlines
- Ability to demonstrate flexibility /versatility combined with initiative, drive and ability to meet deadlines
- Strong interpersonal skills and the ability to deal with a wide variety of contacts
- Ability to work autonomously and flexibly, responding to business needs
- Exemplar analytical and interpretative skills

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- Investigative pedigree and strong report writing capabilities
- Excellent team ethic

## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

The position requires UK travel

Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	