

Job Description: Head of Risk & Compliance



Hours:
Fulltime



Location:
based in Dublin



Reporting to:
Director of Corporate Services

SALARY: €70,777 - €85,628

Role overview

About Peter McVerry Trust

Peter McVerry Trust is a national housing and homeless charity committed to reducing homelessness & the harm caused by substance misuse & social disadvantage.

The charity provides low-threshold entry services, primarily to younger people and vulnerable adults with complex needs, and offers pathways out of homelessness based on the principles of the Housing First model.

The Purpose for the Role:

The **Head of Risk and Compliance** will lead on the development and continuous improvement of PMVT's risk and compliance management in order to strengthen and expand risk and governance capabilities within PMVT, and support a strong and effective risk management culture within their team and across the organisation.

In doing so, they will work directly with the Director of Corporate Services, and support the senior management team, Risk Committee and the Finance Audit & Governance committee in order to achieve overall alignment of governance, risk, and compliance functions, initiatives and decisions in PMVT.

PMVT is committed to ensuring the highest standards of governance, financial, HR, & operational management. The post holder has a key role to play in ensuring that this commitment is met through responding to agreed outcomes arising through audit, reviews and investigations. This work will focus on ensuring that control procedures identified as risks are being properly implemented, managed and used across the organisation on a daily basis, in emergency situations and by our operational and service delivery partners.

The postholder will support PMVT to implement continuous improvement, providing an assurance that any risks which threaten the achievement of our strategy, objectives and activities are managed efficiently and effectively.

Responsibilities

Specialist Knowledge, Expertise & Self Development:

- A working knowledge of governance within the charities sector, and associated regulations and regulatory bodies
- Experience of the regulatory and compliance requirements relevant to PMVT (Charity Regulator Authority, AHBRA, Companies Registration Office, TUSLA, DRHE, HSE, GDPR, Health and Safety, Safeguarding etc.)
- Experience of information management systems and quality assurance tools
- Technical knowledge of the Data Protection Act and confidentiality guidelines.
- Knowledge of both theoretical and practical aspects of project management.

Risk Management

- Responsible for ensuring PMVT has the necessary policies and procedures in place to enable risks to be identified, evaluated and managed efficiently and effectively.
- Responsible for regularly reviewing and updating PMVT's risk management system in line with best practice.
- Responsible for implementation of the PMVT risk management policy and procedures, including:
 - co-ordinating the centralised Active Risk Register, monitoring gaps, updating leadership teams and ensuring regular reviews and
 - preparing reports for the Finance, Audit & Governance committee & the Board on organisational risk.
- Develop and implement proactive strategies to mitigate identified risks, improving safety outcomes for both participants and staff.
- Work closely with management to ensure corrective actions for any identified risks are swiftly enacted.

Governance

- Responsible for designing/reviewing/adapting **structures, policies and processes** to ensure PMVT is fully compliant with all applicable legal, regulatory, governance and best practice guidance. This includes responsibility for adherence to the **Charities Governance Code** published by the Charities Regulator, the AHRBA Standards Framework & our other regulatory stakeholders.
- Keep the CEO and senior leadership apprised of new developments in the applicable legal and regulatory environment.

Policy Development:

- Ensure all required organisational policies and procedures are in place and easily accessible and that reviews of these documents are carried out as necessary.
- Embedding best practice into PMVT in relation to Compliance and contributing to the learning and further development of this activity.

Health & Safety:

- Ensure the PMVT Safety Statement is regularly reviewed and updated in line with best practice and legal/regulatory developments.
- Act as liaison with insurers in relation to health and safety issues
- Issue recommendations on control measures to reduce adverse effects on the health, safety and wellbeing of staff, service users and members of the public.
- Actively participate in committees & working groups, including health & safety & risk committees

Data Protection

- Operate as the organisation's **Data Protection Officer (DPO)** and lead on GDPR compliance issues.
- Responsible for designing and ensuring the implementation of reporting structures, policies and processes to ensure that PMVT data processing activities comply with all applicable data protection laws and regulations.
- Promote a positive data protection compliant culture.
- Keeping the Board, CEO and Senior Team apprised of key developments in the data protection environment and ensuring ongoing training for all staff on GDPR compliance.

Reporting & Analysis:

- Identify and develop data and reporting systems which meet the organisational need in real-time, informative, accurate data to inform policy development using the available platforms.
- Conduct data analysis to identify trends, risks, and opportunities for improvement in policy development
- Prepare presentations and briefings for internal and external stakeholders, committees, and working groups.
- Provide monthly reporting on key areas of works ensuring reports are accurate and concise
- Prepare documentation for the Board and contribute to executive reports.

Leadership & Strategic Direction

- Leads the team, setting high standards, tackling any performance problems & facilitating high performance
- Facilitates an open exchange of ideas and fosters an atmosphere of open communication
- Contributes to the shaping of Departmental & Organisational strategy and policy
- Develops capability and capacity across the team through effective delegation
- Develops a culture of learning & development, offering coaching and constructive / supportive feedback
- Leads on preparing for, and implementing, significant change and reform
- Anticipates and responds quickly to developments in the sector/ broader environment
- Actively collaborates with other PMVT Departments, Organisations and Stakeholders

General

- Work collaboratively with colleagues in the Corporate Services Department to ensure the Department Action Plan & targets are met, productivity maintained & team standards upheld.
- Provide support and coverage for team members during periods of leave, training, or other absences to ensure continuity of operations.
- Demonstrate flexibility and willingness to assist in additional tasks as needed to support team goals.
- Assist with the organisation of meetings, conferences, and other events.
- Provide general administrative support to the Senior Management team as required.
- Represent PMVT at events, conferences, and in various partnerships to enhance visibility and foster collaborations.
- Commitment to fostering a cooperative & supportive team environment.

Experience Required

Key Skills & Knowledge	Essential	Desirable
<i>Candidates will be shortlisted on the basis of illustrating in their application that they fulfil the following criteria.</i>		
An approved qualification in a relevant discipline at NFQ lever 8 or Higher or a recognised qualification in risk management / audit / compliance	√	
At least 5 years of experience of working in a service delivery environment where the oversight of governance and the management of risk was a required core competency is essential - preferably in the non-profit or social sector.	√	
Full driving licence and use of car / Ability to meet the mobility requirements of the post	√	

Strong understanding of risk management practices and processes and their application	√	
Strong governance and regulatory awareness as well as strong, practical knowledge of data privacy regulation.	√	
Advanced knowledge of audit principles and theory, application of compliance frameworks	√	
Knowledge and understanding of the importance of core legislation in relation to GDPR	√	
Experience of stakeholder management and proven ability to influence.	√	
Development of policy, procedure and work processes		√
Developing & delivering training		√
Clear commitment and strong value base relating to the recognition, and mitigation of risk.	√	
Ability to provide leadership and direction to various team members & stakeholders.	√	
Capacity to manage complex cases and multiple stakeholder perspectives.	√	
Demonstrate excellent written communication skills including strong report writing and presentation skills [with the ability to draft clear and concise reports, proposals, and other documents]	√	
Demonstrate effective verbal communication & interpersonal skills, delivering complex information clearly, concisely and confidently to a variety of audiences. Adept at engaging and influencing staff across various levels of the organisation.	√	
Strong analytical, problem-solving skills & decision-making skills, with the capability to design and implement practical solutions.	√	
Ability to work both independently and as part of a dynamic team in challenging environments.	√	
Demonstrate the ability to build and maintain relationships with colleagues and other stakeholders to achieve results through collaborative working.	√	
Proficiency in Microsoft Office applications (Word, Excel, PowerPoint) & a CRM system.	√	
Demonstrate the ability to proactively identify areas for improvement and to develop practical solutions for their implementation.	√	
Demonstrate the ability to embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring the team knows how to action changes.	√	
Demonstrate the ability to use resources effectively, challenging processes to improve efficiencies where appropriate.		√
Demonstrate evidence of excellent organisational skills & of setting high standards of performance for self and others, ensuring accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility.	√	
Experience of streamlining processes & implementing effective change	√	
Handle conflict situations in a confident and positive manner and is tenacious in achieving objectives	√	
A proactive approach, with the ability to manage multiple tasks and priorities.	√	
Willingness to undertake further professional development	√	
Commitment to the ethos and values of Peter McVerry Trust	√	

The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.

Other Information

- **Confidentiality:** It is a condition of service that all information obtained during the course of employment, especially with regard to participants affairs is treated with the strictest confidence.
- **Equal Opportunities:** To implement Equal Opportunities into your daily practice at all times
- **Health and Safety:** To be responsible for your own health and safety and that of your Colleagues in accordance with relevant PMVT policies and procedures.

How to apply:

To apply please download the application form or visit pmvtrust.ie/careers: [Application Form](#)

Completed application forms should be sent to recruitment@pmvtrust.ie along with your CV and Cover Letter.

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