



British Gas Energy Trust

Job Title: Governance, Risk and Compliance Officer (GRC)

Location: Remote Working. Some travel with infrequent overnight stays potentially required.

Reports To: Finance Director

Salary Circa £45000

Hours: Monday to Friday 37.5 hours

Job Overview

We are looking for an experienced and highly organised Governance Risk & Compliance Officer to join our team. This pivotal role involves ensuring the effective administration of the Board's activities, maintaining robust governance practices, and ensuring compliance with all relevant legislation, regulations and internal policies.

The Governance, Risk and Compliance (GRC) Officer will play the lead role in ensuring the Trust's adherence to regulatory requirements and internal policies.

1. **Develop and Maintain Frameworks:** The GRC Officer develops, maintains, and implements governance, risk management, and assurance frameworks. These frameworks guide security functions and activities within the company.
2. **Internal Control Management:** They manage the internal control environment by analysing data, mitigating risks, and maintaining corporate compliance procedures.
3. **Support Internal Audits:** The GRC Officer coordinates internal audits, collaborates with auditors, and ensures compliance with industry standards.
4. **Legal Point of Contact:** As the first legal point of contact, they advise staff on corporate compliance matters, including security assessments and risk control investigations.
5. **Regulatory Compliance:** The Officer reviews the company's compliance with existing and new regulations, identifies deficiencies, and provides necessary mitigations.

In summary, the GRC Officer will ensure that the Trust operates within legal and regulatory boundaries while managing risks effectively.

The role will work closely with the Human Resources Manager and other Central support team members and sits within the Finance, Risk and Administrative Team.

The ideal candidate will have a robust, current understanding of risk management practices, compliance protocols, and governance structures, with recent relevant experience in a similar role.

The person will work closely with various departments to foster a culture of integrity and accountability, possess exceptional organisational skills, a keen eye for detail, and the ability to handle confidential information with integrity and discretion.



British Gas Energy Trust

Key Responsibilities

Legal & Compliance:

- The Governance, Risk and Compliance Officer serves as the first legal point of contact and will be expected to guide and advise the Board and CEO on corporate compliance matters, such as security assessment and risk control investigation.
- Introduce an integrated compliance framework built on fundamental components that collectively deliver an effective and efficient compliance organisation and culture.
- Ensure compliance doesn't lose sight of the big picture and takes a holistic and integrated approach, with a focus on leaner and less complicated compliance approaches that deliver the desired effect through simplicity and clarity
- Introduce a compliance strategy and action that is aligned to Trust's objectives and goals

Governance Risk & Controls

- Establishing sound and reliable governance practice, with a focus on efficiency in risk management, the development of an effective control environment and delivery of strategic goals to meet the expectations of both internal and external stakeholders.
- Ensure comprehensive and supportive governance, risk and control frameworks with a proactive stance to managing risk and realise those opportunities that align with their stakeholder needs.
- Ultimately, ensuring effective governance, risk and control frameworks are in place and utilised across the Trust.

Operational Resilience, Risk & Continuity Planning

- Identify and embed capabilities, processes, behaviours and systems which allow the Trust to continue to carry out its mission, in the face of disruption regardless of its source.
- To respond effectively to a crisis and ensure that a practical and proactive approach is identified and ready to initiate.
- Identify the biggest risks, to mitigate against these and improve long-term resilience. Ensure robust business continuity plans and run crisis rehearsals – making sure the Trust is confident and the Board and CEO ready to lead when a crisis hits.



British Gas Energy Trust

Business Continuity & Crisis Management

Set in place clear plans and strategies to recover critical business activity is in place as part of the Trust's risk-resilience.

- In the event of significant disruptions to business-as usual, usually caused by a serious incident or outage, ensure there is a clear plan and the ability to recover the delivery of what matters to protect the trust from financial and reputational damage.
- Ensure the BCM Plan meets with organisational strategy, culture, structures and priorities; is sustainable and simple, but flexible and able to adapt to change.
- Establish, refresh or maintain a confident, efficient, embedded BCM programme that becomes part of your business-as-usual.

Board Governance & Administration:

- Work closely with the Chair on Board development and effectiveness.
- Ensure all Board papers are relevant, concise and clear with regards to their purpose and intent, support the CEO as required in this area.
- Organise and coordinate Board meetings, including scheduling, preparing agendas, and distributing meeting materials.
- Ensure Minutes and Actions are clearly documented and completed to the stipulated timeframe.

Data Protection and Cyber Security

- Ensure there is a robust and complaint approach to Data Protection in place and being utilised within the Trust. This includes but is not limited to oversight of the Data Protection Plan and implementation by the 3rd party Data Protection Officer.
- Oversee the organisations Cyber Security Framework and implementation by the 3rd party Cyber Security Consultant

Note: This job description is intended to provide a general overview of the position and may be subject to change based on the evolving needs of the organisation.



British Gas Energy Trust

Qualifications

- Minimum of 5 years of experience in a senior risk management, compliance, or governance roles supporting a Board of Directors.
- Experience of implementing relevant ISO standards within organisations.
- Understanding of the nature of working in Charities and the role of Trustees.
- Strong analytical and problem-solving skills, with the ability to identify system improvements and implement.
- Excellent diplomacy, communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Be available to attend in person Board meetings, internal team away days and some events outside of normal working hours.

Skills & Competencies

Analytical Thinking: Ability to analyse complex information and develop effective solutions.

Attention to Detail: High level of accuracy in assessing risks and ensuring compliance.

Communication: Strong verbal and written communication skills for clear and effective interaction with stakeholders.

Ethical Judgement: Strong sense of ethics and integrity in dealing with sensitive information.

Project Management: Ability to manage multiple projects and priorities effectively.

Technological Proficiency: Proficiency in MS Teams/0365, risk management and board compliance software tools.

Why Join Us?

The British Gas Energy Trust (BGET) helps families and individuals in England, Scotland and Wales experiencing hardship and who are struggling with energy debts.

You will be joining us at a time where many have been negatively impacted by the cost-of-living crisis and require financial support with their energy bills. You will be joining a collaborative and friendly organisation that is committed to helping individuals facing fuel poverty.

- ✓ Opportunity to play a pivotal role in shaping the risk and compliance culture of a dynamic organisation.
- ✓ Collaborative and supportive work environment.
- ✓ Competitive salary and benefits package.
- ✓ Professional growth and development opportunities.



British Gas Energy Trust

✓ Remote working, no commuting time.

Application Process:

Interested candidates are invited to submit their resume and a cover letter detailing their qualifications and experience to admin@britishgasenergytrust.org.uk by Midnight on **19th**

October 2024

We are an equal opportunity employer and welcome applications from all qualified individuals.