

Job description

Job title:	Risk and Compliance Lead
Grade:	5a
Department:	Governance, Compliance and Risk
Responsible for:	No direct line management responsibilities initially (may manage project resources and external providers as required)
Accountable to:	Head of Governance, Compliance and Risk

Job summary

The Risk and Compliance Lead is a specialist role responsible for leading the operational delivery, implementation and continual development of the College's risk management, compliance, assurance and business continuity frameworks. Reporting to the Head of Governance, Compliance and Risk, the post holder will operate with a high degree of autonomy and professional judgement, providing expert advice and support to senior leaders across the College. The role will lead on embedding effective risk management practices, strengthening organisational resilience, coordinating assurance activities, overseeing compliance monitoring, managing internal audit activity and supporting the delivery of a strong governance and control environment. Working closely with Executive Directors, senior managers, committees and external assurance providers, the post holder will play a key role in enhancing organisational maturity, resilience and accountability across the College.

Specific duties and responsibilities

Risk Management

- Lead the implementation and continuous development of the College's Risk Management Framework.
- Maintain and oversee the College's strategic and operational risk registers, ensuring effective risk identification, assessment, mitigation and reporting.
- Provide expert advice and challenge to senior managers and Executive Directors on risk management and organisational resilience.
- Prepare risk reports and analyses for the Executive Team, Audit and Risk Committee and Trustee Board.
- Promote and embed a positive risk culture through guidance, training and engagement with colleagues across the organisation.



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Compliance and Assurance

- Lead the development and operation of compliance monitoring and assurance arrangements across the College.
- Maintain oversight of key compliance obligations, supporting managers to identify, manage and mitigate compliance risks.
- Coordinate organisational assurance activity and provide reports on compliance, risk and control effectiveness.
- Monitor developments in regulation, governance and best practice, advising on organisational implications and improvements.
- Develop and review key organisational compliance policies and processes, and support and monitor their effective communication and adoption, including ensuring training and support.

Internal Audit

- Act as the lead co-ordinator for the College's internal audit programme and relationship with internal auditors.
- Monitor implementation of audit recommendations and agreed management actions, ensuring progress is reported and tracked.
- Support external audit and other assurance reviews as required.

Audit and Risk Committee Support

- Act as the lead officer supporting the Audit and Risk Committee, coordinating risk, compliance, assurance and internal audit reporting, managing the committee's forward programme of business, and ensuring actions and recommendations are effectively monitored and progressed.

Business Continuity and Resilience

- Lead the implementation, maintenance and testing of the College's business continuity arrangements.
- Support directorates in developing local business continuity plans and resilience measures.
- Coordinate business continuity exercises, reviews and lessons learned activity to strengthen organisational preparedness.
- Co-ordinate and support the Business Continuity Steering Group's meetings and associated activities.

Corporate Responsibilities

- *Co-ordinate and support the work of the Audit and Risk Committee*
- Build effective relationships with stakeholders across the College to support delivery of governance, risk and compliance objectives.
- Support the Head of Governance, Compliance and Risk in the continuous improvement of the College's governance, assurance and control environment.
- Lead or contribute to organisational improvement projects and other duties commensurate with the seniority of the role.



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This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

3 September 2026



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Person specification

	Essential	Desirable
Qualifications	Degree-level education or equivalent professional experience. Relevant qualification or professional training in risk management, governance, compliance, audit or business continuity, or willingness to work towards one	IRM, ICA, IIA, CIPFA, CGI, CBCI or equivalent professional qualification
Experience and skills	- Significant experience in risk management, compliance, audit, assurance, governance or a related field. Experience of implementing frameworks, policies and improvement programmes across an organisation. - Experience of working with senior stakeholders and influencing decision making. - Experience of analysing complex information and producing high-quality reports and recommendations. - Experience of coordinating assurance or audit activity and monitoring action plans	- Experience in a charity, membership body, professional regulator or similar organisation. - Experience of business continuity planning and organisational resilience. - Project management experience
Technical competencies	- Strong understanding of risk management principles and frameworks. - Knowledge of governance, compliance and assurance practices. - Ability to interpret regulatory and policy requirements and translate them into practical	- Knowledge of charity governance, Charity Commission requirements, information governance and data protection. - Experience of assurance mapping or integrated assurance frameworks



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	organisational arrangements. • Strong analytical, reporting and problem-solving skills. • Excellent IT skills including use of reporting and risk management systems	
People and interpersonal skills	• Excellent communication and presentation skills. • Ability to build credibility and influence stakeholders at all levels. • Able to work independently and exercise sound judgement. • Strong organisational and planning skills with the ability to manage multiple priorities. • Collaborative approach with a commitment to continuous improvement. • High levels of integrity, discretion and professionalism.	• Experience of facilitating workshops, training or organisational development activity



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The post holder will also need to demonstrate the following values:

Collaboration	We embrace our collective responsibilities working collaboratively and as one college.
	We work together, using our collective expertise and experience to effect positive change • We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments • We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work
Respect	We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.
	• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others • We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team
Excellence	We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.
	• We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve • We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work • We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.



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