The Institute of Operational Risk welcomes applications for the following Council positions which will become vacant at the 2017 AGM.

The positions are:

* Non Executive Director
* Director with Portfolio: Standards and Ethics (previously Risk and Compliance)
* Director with Portfolio: Regulatory and Industry Bodies
* Director with Portfolio: Operations
* Director with Portfolio: Local Chapters

Those seeking nomination at the AGM must have the backing of 2 current members of the Institute, and the supporting members must be either existing Professional members or Fellows of the Institute. Applicants must nominate the position for which they are applying and where possible, a second preference to allow flexibility.

The core requirements of each unpaid volunteer position are detailed below but common across all vacancies are the following requirements:

* Experience as a senior organisational leader
* An ability to build productive working relationships
* Proactively identify and propose initiatives that support the Institutes Strategy, Mission and Operational objectives
* Experience of working within defined governance standards to achieve highly quality and compliant outcomes
* Strong communication skills
* Promote the values, missions statement and strategy of the Institute at all times
* Good understanding of the requirements expected of Company Directors under UK law

If successful, applicants will be expected to set and agree with Council Key Performance Indicators (KPI’s) relevant for their portfolio and against which their performance can be measured.

Attached to this distribution are the relevant forms. These forms should be returned to the Institute of Operational Risk by no later than **noon on the 8th November 2017**. Submissions can be made by email with attachments to either; info@ior-institute.org or, by post to; The Institute of Operational Risk, 2 Old College Court

29 Priory Street, Ware, Hertfordshire, SG12 0DE.

Any enquiries for additional information should be emailed, in the first instance to; info@ior-institiute.org.

**Non Executive Director**

The Institute currently has 4 Non Executive Directors whose main commitment involves preparation for and attendance at Council Meetings. Council meetings are held monthly and although our Articles of Association only require Non Executive attendance on 4 occasions during the year, the challenges of our current transformational change programmes have meant that, in practice, Non Executives have been attending each meeting.

**Core Responsibilities**

* Provide independent oversight and challenge to the Council of the Institute of Operational Risk
* Ensure that the Institute operates in accordance with its Articles of Association, Mission Statement and Strategy and that is has legal and ethical integrity
* Provide financial oversight, ensuring that there are sufficient financial resources, including setting and approving of an annual budget
* Ensure that programmes are in place to further the mission and goals of the Institute
* Provide guidance, coaching and mentoring support to the Chair of Council of the Institute

**Preferable Competencies**

In addition to the common requirements listed in the introduction it is preferable if applicants can also demonstrate:

* Experience as a Company Director
* Financial acumen
* Good understanding of Corporate Codes and Governance

**Expected Minimum Commitment**

Recognising that this is a volunteer position, applicants should understand the potential time commitment involved. This is indicative only but should provide an ability to confirm with any employer or with family that this is sustainable and can be supported.

The minimum expected commitment is estimated at 5 hours each month. In addition to preparing for and attending monthly Council meetings (3 hours) there is a need to support ad hoc issues (2 hours). Note that some Non Executives also support Sub Committees and make wider contributions in addition to this minimum.

**Director with Portfolio: Standards and Ethics (previously Risk and Compliance)**

As the Institute grows the requirements on Directors has also changed. This position supports the wider strategic objectives related to the needs of a professional body. The change in role title and clarification of responsibilities reflects this objective. Much of this is still a blank space or work in progress and applicants will have the opportunity to influence the direction of the Institute and make a significant contribution to our future standing.

**Core Responsibilities**

* Provide advice and guidance to Council on the regulatory and legislative environment under which the Institute operates and must comply with
* Set standards of governance and control for the Institute Council, Chapters and Sub Committee’s
* Set and maintain standards expected of members of the Institute such as: CPD, Codes of Conduct, Appointment of Fellows and new Applicants
* Develop and manage conformance review programmes to ensure that all standards set by the Institute are adhered to
* Manage specific programmes and projects related to risk and control

**Preferable Competencies**

In addition to the common requirements listed in the introduction it is preferable if applicants can also demonstrate:

* A compliance, audit or legal background
* Involvement in developing sustainable programmes of professional development and standards
* Good understanding of Corporate Codes and Governance

**Expected Minimum Commitment**

Recognising that this is a volunteer position, applicants should understand the potential time commitment involved. This is indicative only but should provide an ability to confirm with any employer or with family that this is sustainable and can be supported.

The minimum expected commitment is estimated at between 7-10 hours each month. In addition to preparing for and attending monthly Council meetings (3 hours) there will be a need to research and produce analysis for Council (1 hour), manage processes (2 hours) and lead change programmes (1 – 4 hours).

**Director with Portfolio: Regulatory and Industry Bodies**

This role seeks to build relationships with key external stakeholders. It also articulates the Institutes position on operational risk topics and seeks to influence the thinking of those stakeholders. The role is important in claiming the position as a respected professional body that’s voice and credibility demands attention. Outputs from this role will also support Chapter events and the creation of conversations and position papers.

**Core Responsibilities**

* Provide advice and guidance to the Institute on regulatory and industry developments related to operational risk
* Develop and maintain international networks and relationships between the Institute and relevant regulatory and industry bodies
* Promote the Institutes position on operational risk via all relevant channels: Chapter events, social media, publications, web etc.
* Lead the development of responses by the Institute to regulatory and industry developments related to operational risk
* Develop volunteer resources and succession plans in support of the Portfolio (Excludes Non Exec Position)

**Preferable Competencies**

In addition to the common requirements listed in the introduction it is preferable if applicants can also demonstrate:

* An existing network and relationships with regulators and industry bodies
* Experience of researching, analysing and producing discussion papers
* An expert understanding of the discipline of operational risk across both quantitative and qualitative issues

**Expected Minimum Commitment**

Recognising that this is a volunteer position, applicants should understand the potential time commitment involved. This is indicative only but should provide an ability to confirm with any employer or with family that this is sustainable and can be supported.

The minimum expected commitment is estimated at 10-15 hours each month. In addition to preparing for and attending monthly Council meetings (3 hours) there is a need to undertake research and analysis (2-4 hours) develop networks and relationships (2 hours), produce papers (2 -4 hours) and communicate with all stakeholders both internally and externally (1- 2hours)

**Director with Portfolio: Operations**

This role is critical to the running of the Institute and provides and manages the core services on which the Institute relies. The Institute operates on an outsource model, recognising its core competencies, current business model and strategic objectives. The role not only supports the Council in the running of the core Institute processes but also provides support to the Institutes Education processes via IOR Enterprises Ltd, our wholly owned subsidiary.

**Core Responsibilities**

* Provide services to the Institutes Council by managing and implementing change requests and process improvements initiated across Portfolio’s
* Recommend to Council areas of operational improvement including the development of supporting business cases
* Manage supplier relationships ensuring service delivery against agreed SLA’s, including escalated issues
* Provide management information to Council , Chapters and Committee’s on membership, technology performance, service delivery, operational status and designated change programmes
* Maintain the Institutes systems of record and corporate knowledge
* Responsible for the integrity and resilience of the Institutes systems, processes and data, including Access & Control

**Preferable Competencies**

In addition to the common requirements listed in the introduction it is preferable if applicants can also demonstrate:

* Experience in managing change and/or structured projects
* Financial acumen
* A background in technology and system/process management / SDLC
* Supplier selection, contract set up and management of service delivery

**Expected Minimum Commitment**

Recognising that this is a volunteer position, applicants should understand the potential time commitment involved. This is indicative only but should provide an ability t confirm with any employer or with family that this is sustainable and can be supported.

The minimum expected commitment is estimated at 15-20 hours each month. In addition to preparing for and attending monthly Council meetings (3 hours) there is a need to manage suppliers (2-4 hours), provide services to other Directors (2-3 hours), manage processes (2-4 hours per week), maintain corporate records (1 hour per week), manage change programmes inc business case development (4-5 hours) and produce management information and reports (1 hour).

**Director with Portfolio: Local Chapters**

This position supports the development of membership growth and the growth of Local Chapters internationally. It is crucial to the growth of the Institute and to the creation of organisational scale. The role works with other Directors to ensure that Chapters receive the necessary support and that in turn Chapters operate “in control” and consistently with the Institutes overall strategy. The role is a mixture of business development, strategy and planning and relationship management.

**Core Responsibilities**

* Ownership of the business plan for membership growth and retention together with the development of Chapters
* Compliance with the standards set for chapter governance, including the flow of information supporting appropriate oversight by the IOR Council
* Leading the relationship between the Chapters and Council
* Ownership of member grades, pricing and service delivery to members and Chapters

**Preferable Competencies**

In addition to the common requirements listed in the introduction it is preferable if applicants can also demonstrate:

* Proven skills in business development
* Financial acumen
* Experience of developing strategy and the supporting operational plans
* An existing international network
* Experience of working with geographically diverse teams

**Expected Minimum Commitment**

Recognising that this is a volunteer position, applicants should understand the potential time commitment involved. This is indicative only but should provide an ability to confirm with any employer or with family that this is sustainable and can be supported.

The minimum expected commitment is estimated at 12-17 hours each month. In addition to preparing for and attending monthly Council meetings (3 hours) there is a need to liaise with Chapter Heads (2-3 hours), undertake business development (2-3 hours), develop growth strategies (1-2 hours), build, manage and monitor plans (2-3 hours), liaison across portfolios in support of service delivery for members and Chapters (2-3 hours)