

## **Dublin Simon Community: Senior Manager – Risk and Compliance (<https://www.activelink.ie/node/114399>)**



### **Senior Manager – Risk and Compliance (<https://dubsimon.jobs.people-first.com/jobs/details/recruitment%2Fjobdetails%2F78c5f4b1-675b-46ef-baca-1957ffbaf9f0>)**

**60,000.00 ~ 70,000.00 EUR annually**

**Location 5 Red Cow Lane Dublin Ireland**

**This job ends on 24 March 2025**

#### **About Us:**

At Dublin Simon Community, we're dedicated to making home a reality. We empower individuals to access and sustain housing through services like prevention, addiction treatment, emergency response, and targeted interventions, in collaboration with our partners.

If you share our values and want to make a difference, we'd love to hear from you. We're looking for client-focused, friendly, and adaptable individuals to join our team.

We prioritise best practices in HR, including staff training, communication, and involvement in decision-making, to create a supportive and effective work environment.

#### **About the Role:**

Contract Type: Permanent

Hours of Work: 37.5 hours per week, 9 to 5:30pm, Monday-Friday

Location: Smithfield, Dublin. Hybrid working available.

Salary: €60,000 to €70,000 to depending on experience.

The successful candidate will be responsible for ensuring the delivery of risk and compliance operations, staff management, relationship management, change management, and systems and processes operating to quality standards with a view to creating positive outcomes for those experiencing homelessness.

The Senior Manager for Risk and Compliance will be responsible for the management and delivery of risk and compliance frameworks and systems. They will lead, develop and direct the further development of risk the management system. Managing a responsive framework aimed at ensuring compliance with relevant legislation and regulation. Management of a small team.

The role will report into the Director of Advocacy and Compliance and will work with management in business intelligence, service improvement and research and policy under the one function as well as senior management team and wider management team. Performance will be reviewed against; agreed objectives and scorecard delivery, the willingness/ability to respond to change and leading through the values of the organisation.

## **Responsibilities:**

### **Risk:**

- Ensuring the organisation's risk management framework meets best practice with regard to risk management and resilience through comprehensive risk management system, reporting on progress in relation to identified risks and providing appropriate training, guidance and support.
- Maintain and update the risk management framework with key stakeholders.
- Ensure compliance with performance indicators for risk management framework monitoring, analysing in reporting findings and making recommendations.
- Ensure systematic sampling and testing of risk.
- Analyse external environment on matters pertaining to risk informing stakeholders of development and challenges.

### **Compliance:**

- Review and implementation of compliance framework that is effective and fit for purpose the ensures monitoring measurement and reporting structure.
- Provide leadership to the management team regarding the recording and monitoring of compliance.
- Oversee the organisational process in formulating policies and procedures ensuring a central filing system in place and annual review work plan.
- Ensure systematic sampling and testing of compliance.
- Analyse external environment on matters pertaining to compliance informing stakeholders of development and challenges.

### **Operations:**

- Work as part of the Advocacy and Compliance function to formulate organisational strategy, policies, annual scorecards and budgets ensuring the mission and strategic goals of the organisation are achieved.
- Oversee the work of services within the scope outlined above, supporting line managers to manage the coordination of all activity.
- Work closely with the management team to develop and maintain quality relationships with key stakeholders to facilitate seamless service delivery and development, and to help create a more aligned culture of development within the organisation.
- Work to build capacity within the teams through the training and development of staff, in particular growing leadership and management skills, delivering excellent employee relationships and staff motivation.
- Achieve agreed internal financial targets and deliver the annual scorecards and budgets in line with the funder requirements and service level agreements, along with legislation, regulation and agreed policy.
- Proactively work with the Director of Advocacy and Compliance to source new funding streams, for the services within the scope.
- Input to the Director of Advocacy and Compliance reports and communicate input from other members of the team and prepare regular reports and updates for Management and CEO.
- Effectively manage key relationships both internally and externally in a way that enhances the quality, sustainability and reputation of Dublin Simon Community
- Ensure health, safety and welfare risks in the workplace are minimised and bring any concerns to the attention of the Head of Treatment and update the function and local risk registers as per the organization Risk Framework.
- Ensure that agreed action plans and scorecards with detailed targets and time lines are implemented and communicate these plans to relevant stakeholders.

### **Leadership:**

- Provide leadership to the line managers and teams ensuring they work cohesively with a shared vision by providing role and responsibility clarity and by establishing Key Performance Indicators for the purposes of efficiency and accountability.
- Manage and lead line managers to effectively manage their teams and services ensuring leadership is provided to a high standard
- In conjunction with the Senior Manager Human Resources advise on employee relations, communication strategies and career management programmes designed to maximise employee involvement and commitment.
- Recruit, induct, train and performance manage staff to deliver individual and organisational effectiveness.
- Lead and manage staff ensuring targets are reached and facilitating effective team dynamics to ensure teams are performing to their maximum potential.
- Ensure service teams are supported and monitored in the delivery of collective and individual targets.

- Work to maintain a culture of transparency and excellence and ensure efficient and effective use of resources, adhering to accountability standards and systems that track effectiveness and impact.
- Work effectively with other Senior Managers to ensure the coordination of service delivery across the organisation.
- Ensure all stakeholders are communicated with effectively in an appropriate and clear manner.
- Keep abreast of relevant policy developments nationally and internationally which impact on the work of Dublin Simon Community and in particular in the area of Risk and Compliance
- Ensure the organisation operates to the highest principles of best practice in service delivery.
- Drive Quality Standards within services through quality systems and structures, ensuring continuous improvement, particularly in the areas of new initiatives, team development, systems implementation.
- Benchmark against best practice standards, review and audit regularly, changing areas as required when new evidence becomes available.

## Essential for the role:

- Qualification to at least diploma level in Risk/Compliance related discipline including Risk management systems GDPR, Project/Programme management, Governance and Compliance.
- Min 5 years' experience of working in a relevant management post.
- Problem solving and decision making.
- Knowledge of Risk Management systems.
- Understanding of compliance indicators pertaining to charity, company, housing and health sector.
- Knowledge of services in the Homeless and addiction sector
- Delegation and communication
- Finance including management of budgets
- People management and supervision
- Organisation skills
- Motivation of Self
- Critical reasoning
- Leadership and motivation of others

**Please note:** If you are unsure of any of the requirements, please contact the Recruitment Team at [\(01\) 635 4860 \(Tel:016354860\)](tel:016354860). Shortlisting will continue throughout the recruitment process.

Dublin Simon Community is an equal opportunities employer and encourage applications from all qualified individuals.

**<https://dubsimon.jobs.people-first.com/jobs/details/recruitment%2Fjobdetails%2F78c5f4b1-675b-46ef-baca-1957ffbaf9f0>**

### Region

Dublin City

### Date Entered/Updated

13th Mar, 2025

### Expiry Date

24th Mar, 2025

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