**Main Purpose**

To oversee all risks relating to Retirement Capital’s information security, including oversight of information security risk assessments.

**Position**

The Head of Risk for Retirement Capital is the existing Managing Director and reports to the Board of Directors on matters of information security risk.

The Head of Risk is expected to understand how the strategic business goals of Retirement Capital may be impacted by information risks, and how those risks may be managed.

**Duties**

1. Overall ownership of Retirement Capital’s information risk policy.
2. Champion for information risk on the Board of Directors and provides written advice to the board on the content of Retirement Capital’s Statement of Applicability in regard to information risk.
3. Implements and leads the risk assessment and management processes within Retirement Capital and advises the Board of Directors on the effectiveness of information risk management across Retirement Capital.
4. The Head of Risk shall receive training as necessary to ensure they remain effective in their role.

**Key Responsibilities**

1. Policy and process

* Oversee the development of an Information Risk Policy. This should include a strategy for implementing the policy within the existing standards and methods.
* Take ownership of the assessment processes for information risk, including prioritisation of risks and review of the annual information risk assessment to support and inform the Statement of Applicability.
* Ensure that the Board of Directors are kept up to date and briefed on all information risk issues affecting Retirement Capital.
* Review and agree actions in respect of identified information risks.
* Ensure that Retirement Capital’s approach to information risk is effective in terms of resource, commitment and execution, being appropriately communicated to all staff.
* Provide a focal point for the escalation, resolution and/or discussion of information risk issues.
* Ensure that an effective information risk ownership and asset ownership roles are in place, with appropriate supporting procedures.

1. **Incident Management**

* Ensure that identified information threats and vulnerabilities are followed up for risk mitigation, and that perceived or actual information incidents are managed in accordance with ISO 27001 requirements.
* To ensure that there are effective mechanisms in place for reporting and managing information security incidents relating to the information of Retirement Capital. These mechanisms should accommodate technical, operational or procedural improvements arising from lessons learnt.

1. **Leadership**

* Provide leadership for asset owners and risk owners of *Retirement Capital* through effective networking structures, sharing of relevant experience, provision of training and creation of information risk reporting structures.
* Advise the Board of Directors on the level of Information Risk Management performance within Retirement Capital, including potential cost reductions and process improvements arising etc.

**Training**

The Head of Risk will be required to undertake information risk management training to be able to demonstrate his skills and capabilities are up to date and relevant to the needs of Retirement Capital.

Signature:

Date: 14/11/2020