



## **Ogier Briefing Document**

### **Overview**

Ogier is one of the world's leading providers of offshore legal and fiduciary services with a presence in the British Virgin Islands, Cayman Islands, Guernsey, Jersey, Hong Kong, Ireland, London, Montevideo and an associated trust company in New Zealand.

We have long established relationships with many of the world's leading international financial institutions, professional advisors and regulatory bodies, are consistently highly rated in independent research studies and regularly lead offshore league tables.

We offer clients the strength in depth to handle the largest, most demanding and complex offshore transactions and we pride ourselves on being able to provide expert, efficient, and cost effective legal and fiduciary services across all time zones.

We also recognise that our business is a people business and we invest substantially in recruiting, training and retaining the best people to ensure that our clients have access to the highest quality offshore legal and fiduciary advice. Many of lawyers joined from leading City of London and US based firms and bring a wealth of international knowledge and experience in their respective areas.

### **AWARDS 2008**

'Securitisation Deal of the Year 2008'	IFLR
'Offshore Law Firm of the Year 2008'	Hedge Fund Journal

### **AWARDS 2007**

'Top Offshore Law Firm of the Year 2007'	Alpha Awards 2007
'Offshore Law Firm of the Year 2007'	The Lawyer Awards 2007
'Jersey Law Firm of the Year 2007'	Who's Who Legal Awards 2007
'Offshore Law Firm of the Year 2007'	Citywealth Magic Circle Awards 2007

### **AWARDS 2006**

'Niche Firm of the Year 2006'	Legal Week Awards
'Offshore Law Firm of the Year 2006'	Chambers Global Awards
'Offshore Legal Team of the Year 2006'	STEP Private Client Awards
'Top Offshore Law Firm of the Year 2006'	Alpha Awards

## Values

At Ogier we have designed a set of values that define what clients expect from us. These are:

*Quality:* We consistently deliver the right individual solution to exceed the standards of performance our clients expect in a timely efficient manner.

*Strength:* We are able to deliver the very best offshore solutions because we can select and utilise the most appropriate jurisdiction from our extensive global network.

*Partnership:* We have an open approach to everything we do. We share intelligence across borders and across functions to achieve our shared goals. We build and nurture strong relationships with our clients, colleagues and suppliers.

*Energy:* We use drive and determination to be the best in all areas of business in which we operate.

*Innovation:* We continuously seek new and creative ways to maintain our leadership and improve business delivery, ensuring a high standard of quality, efficiency and speed.

*Intelligence:* We draw on our expertise to understand client requirements. We learn from them and anticipate future needs.

## Jersey

Jersey, the largest of the Channel Islands, is one of the world's major international finance centres. The successful combination of stability and reliability has kept Jersey at the forefront of global finance for almost half a century. Government determination to encourage high quality business to the island, and the support offered by the sophisticated and comprehensive infrastructure of laws and regulations, combine to promote investor confidence.

Jersey's status as a Crown Dependency gives the island constitutional rights of self-government and judicial independence. This offers both businesses and investors the benefits of an independent international finance centre which is close to the United Kingdom and mainland Europe.

Ogier is one of the leading legal and fiduciary services firms and is recognised by the two leading legal directories, Chambers and Legal 500. In Chambers, the firm has more lawyers recommended than any other Jersey firm and in Legal 500, the firm has more lawyers recommended and more tier 1 rankings for individual practice areas than any other Jersey firm.

## **Job Overview**

<b>Title:</b>	<b>Risk Manager Jersey</b>
<b>Group:</b>	<b>Ogier Group Services</b>
<b>Salary:</b>	<b>Negotiable</b>

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### **Position Purpose**

Working within the Operational Risk and Internal Control team for Ogier Group Compliance function, the Risk Manager will have responsibilities for risk management and internal control in respect of all Ogier businesses, functions and regulated entities.

The Risk Manager is responsible for assisting the Head of Operational Risk and Internal Control in the design, implementation; maintenance and evolution of Ogier's Operational Risk Management Framework, ensuring that operational risk are identified, understood and are being managed effectively and efficiently.

Management information is key to operational risk management and the Risk Manager will be tasked with identifying, capturing, analysing and reporting pertinent data/information to help in the understanding of Ogier's risk profile, both in terms of inherent risk and residual risk (i.e. after taking into account the effectiveness of the internal control framework).

The Risk Manager will perform risk-related reviews across all businesses, jurisdictions and functions. Reviews will include process reviews (perhaps to highlight inefficiencies and re-engineering opportunities), operational risk reviews (e.g. to identify, and understand operational risks and how they are being managed) through to full assurance reviews which will focus on the effectiveness & efficiency of specific controls. The Risk Manager will report his/her conclusions to the Head of Operational Risk and Internal Control and the Group Compliance Director; some types of report may be submitted to the Audit Committee.

Any remedial activities arising from reviews will be captured and tracked through to completion by the Risk Manager. In some cases this may require a hands-on approach and/or challenging business areas on their plans and progress being made.

On an ongoing basis, the Risk Manager will be expected to provide advice and consultancy to Ogier in respect of risks inherent within change initiatives and also in response to ad hoc requests for assistance.

As part of the wider Compliance management team, the incumbent is expected to positively contribute to the ongoing development and maintenance of an effective Compliance function at Ogier.

## **Position Summary**

<b>Reports to:</b>	Head of Operational Risk and Internal Control
<b>Involvement:</b>	To attend and constructively contribute to: <ul style="list-style-type: none"><li>• Business team meetings</li><li>• Group Compliance meetings</li><li>• Other internal committees/meetings as required from time to time (e.g. project meetings)</li></ul>
<b>Information:</b>	The Risk Manager is eligible to receive any business or functional information that is necessary to enable him/her to perform their role effectively.
<b>Delegation:</b>	The Risk Manager is authorised to communicate with Ogier personnel in respect of Operational Risk and Internal Control matters without reference to others.

## **Performance Expectations & Deliverables**

### **Risk Management Framework**

- Support the ongoing development, implementation & evolution of the Ogier Risk Model
- Maintain and evolve risk management language, tools, policies and procedures
- Support the development and maintenance of a dynamic risk universe
- Support the development, embedding and management of a Key Risk Indicator framework
- Monitor and anticipate changes in the internal/external operating environment
- Be a champion for effective operational risk management

### **Risk-Related Reviews**

- **Process Reviews**
  - Work with business/functional areas to identify opportunities for process optimisation
  - Undertake process reviews; propose and report recommendations for improvements
  - Facilitate/undertake the documentation of resultant processes
- **Risk Reviews**
  - Undertake risk-reviews in accordance with the risk-based assurance plan
  - Identify areas for improvement and report to appropriate stakeholders
  - Agree pragmatic, practical risk solutions with management
  - Document agreed actions, responsibilities and deadlines for tracking (see below)
  - Update and maintain risk profiles

- **Internal Control Reviews**
  - Undertake Internal Control Reviews in accordance with the risk-based assurance plan
  - Identify control objectives, key controls and assess their design effectiveness
  - Undertake risk-based testing to assess the operational effectiveness of key controls
  - Identify gaps/deficiencies and agree pragmatic, practical solutions with management
  - Document agreed actions, responsibilities and deadlines for tracking (see below)
  - Provide effective reportage to appropriate stakeholders

### **Issue tracking**

- Manage the Issue Tracking Database
  - Ensure all issues are transferred to the database
  - Ensure that issues have been correctly documented, that there is clear accountability, closure criteria and a realistic deadline.
  - Obtain timely updates from issue owners and update the database accordingly
  - Work with/challenge issue owners where necessary
  - Provide a monthly report showing current status of issues raised

### **Advice/consultancy**

- Provide support to change initiatives (risk-based prioritisation required)
- Provide ad hoc advice/consultancy to business/functional areas and the Compliance team as necessary

### **Management Information/Reporting**

- Assist in the development of leading-edge risk and control reporting to key stakeholders
- Identify, capture and analyse pertinent information to assist in the understanding of Ogier's risk profile (e.g. KRIs/KPIs)
- Draw conclusions from analysis and provide effective reportage to key stakeholders

### **Team responsibilities**

- Provide a positive and constructive contribution to the Compliance team
- Share knowledge with colleagues to leverage intellectual capital within the team and Ogier as a whole (e.g. through Intranet Site)

### Competencies - Risk Manager, Group Services

Personal	Finance	Self Management	Communication	Leadership	Management	Operational Effectiveness	Business Acumen
<p>Pays attention to detail.</p> <p>Deals with others in an honest and straightforward manner.</p> <p>Understands how value can be protected and enhanced through effective operational risk management.</p> <p>Holds professional qualification or equivalent practical experience in area of expertise.</p> <p>Applies drive, motivation, energy and enthusiasm for getting the job done.</p> <p>Demonstrates flexibility and adaptability in approach to work.</p> <p>Projects a positive</p>	<p>Understanding of management accounting principles and accounts.</p> <p>Understands the dynamics of leverage and utilisation to increase income and profit.</p> <p>Efficient knowledge of working capital management processes.</p>	<p>Takes personal responsibility for own development, setting challenging development goals.</p> <p>Actively seeks and takes advantage of a wide range of learning opportunities, as available.</p> <p>Seeks feedback on own performance, accepting constructive criticism without becoming defensive.</p> <p>Addresses areas of personal effectiveness</p>	<p>Accurately and clearly conveys timely information and ideas, using a style and manner of presentation which meets the diverse needs of the audience.</p> <p>Treats people with respect and courtesy, recognising their needs and views.</p> <p>Brings conflict into the open and encourage and/or facilitate a beneficial resolution of conflict.</p> <p>Deals with people in an honest and straight forward manner.</p>	<p>Provides staff with reassurance and encouragement when they face difficulties.</p> <p>Creates a motivated environment where goals can be achieved.</p> <p>Creates an open environment where people feel encouraged to test ideas and ask questions</p> <p>Reinforces Ogier's values through leading by example in actions and words.</p>	<p>Provides timely, honest and constructive feedback to colleagues and managers both formally and informally.</p> <p>Recognises people for good performance and positive contributions.</p> <p>Confronts poor performance or unacceptable behaviour in a timely, clear and direct manner that helps people develop.</p> <p>Identifies talent, encourages</p>	<p>Achieves the agreed outputs or results for self and the team within the determined quality standards.</p> <p>Takes personal responsibility for making things happen.</p> <p>Shows commitment to improving results identifying and developing opportunities for improving systems and processes and encourage others to do the same.</p> <p>Acts quickly and decisively, tackling problems head-on.</p>	<p>Makes sense of large amounts of information, getting to the heart of the problem quickly.</p> <p>Makes effective and timely decisions based on consideration of the facts and alternatives available.</p> <p>Considers and understand the implication of judgements on the business.</p> <p>Analyses problems from different points of view.</p> <p>Consults with others in making decisions whenever appropriate.</p> <p>All decisions are</p>

<p>image for others to have confidence in.</p> <p>Prides oneself on quality of work and standards of professionalism and integrity in all interactions with others.</p> <p>Takes personal responsibility for making things happen.</p>		<p>that have been identified through feedback, demonstrating personal awareness of behaviours and attitudes.</p> <p>Adopts a positive approach to change and is prepared to develop and try new ways of doing things.</p> <p>Keeps up to date with technology and business tools relevant to the role.</p> <p>Maintains an appropriate level of e-literacy, including the ability to use common PC applications.</p>	<p>Displays tact, sensitivity and diplomacy in the handling of disagreements and conflict.</p> <p>Present effective arguments to influence others and achieve negotiated solutions.</p> <p>Anticipates and prepare for other people's reactions to communications.</p> <p>Demonstrates active listening skills</p>		<p>equitable and appropriate learning opportunities so staff develop to their potential.</p> <p>.</p> <p>Models and actively supports diversity behaviours and progress towards diversity initiatives.</p>	<p>Demonstrates flexibility and adaptability in approach to work, encouraging others to do the same.</p> <p>Encourages people to take personal responsibility for their work and make their own decisions.</p> <p>Considers cost implications (financial and opportunity) and efficiencies when making decisions and managing resources</p>	<p>consistent with and support broader organisational goals, legislative requirements and organisational policies.</p> <p>Develops and explains the reasoning behind judgements, conclusions and decisions.</p> <p>Steps back and reflect on the environment, drawing conclusions from what is seen.</p> <p>Establishes, builds and maintains strong relationships and networks with external contacts</p>
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