

Yorkshire Housing Role Profile



**Yorkshire
Housing**

Job title:	Business Administrator Apprentice (Risk & Internal Audit)	Leader of others:	No
Reports to:	Head of Governance	Contract type:	Agile Homeworking
Business Area:	Governance, Risk and Assurance	Car Allowance:	No
Budget holder?	No	DBS Required:	No

Job purpose

The purpose of this role is to provide admin assistance to the Risk and Assurance Advisor, in support and facilitation of the risk management framework for the whole organisation.

The post holder will need to communicate with colleagues in relation to the requirements of risk and assurance and be able to prioritise work to support the overall objectives of the supported areas.

Key responsibilities

- Attend college as scheduled and complete required assignments for the Level 3 Business Administration apprenticeship qualification, along with any associated tests and assessments.
- Assist with collation of responses to internal audit recommendations
- Liaise with internal auditors, Exec Directors, Directors, and Heads of Service
- Organise risk meetings with leads across the organisation
- Take notes from risk meetings and help ensure our Operational and Strategic Risk Registers are kept up to date.
- Support the smooth running of the Internal Audit Programme
- Assist with risk meeting preparation and follow up
- Collate information for reporting on all aspects of risk and assurance.
- Assist in monitoring shared email inboxes.
- Coordinate internal and external meetings
- Providing figures for monthly reports
- As you can imagine, the above might not be all you'll be responsible for in role so you might be asked to take on some other key responsibilities if they're suitable for your role.

What you'll bring to the role

The main things:

- 5 GCSEs at grade C/4 or above including English and Maths
- Strong team working skills with the ability to flex what you are working on depending on priorities
- Effective communication skills with the ability to maintain working relationships

- Ability to prioritise tasks effectively to meet specified deadlines and
- Ability to work under pressure whilst staying motivated
- Strong organisational skills
- Ability to demonstrate a high degree of accuracy and attention to detail
- Ability to handle confidential information and highly sensitive data appropriately
- Personal values and approach that align with YH's values
- Ability to work flexibly in line with Hub, Home and Roam principles.
- An understanding of Equality, Diversity and Inclusivity and how this is applied through our service to customers and colleagues
- Willing to develop own skills and evidence of personal development
- Basic knowledge and experience in using Excel, PowerPoint and other Microsoft Office software.

It would be a bonus if you have:

- Some basic understanding of Risk Management or Internal Audit
- Work experience in an office environment

Our values:

Our values describe what matters most to us, and what our colleagues should expect from each other. We're all expected to show how we support and live up to these values in our work.

Create trust • Do the right thing, not the easy thing • Be honest and open • Do what you say.

Be curious • Think differently • Ask questions • Keep learning.

Make it happen • Own it • Do it • Be empowered.

Achieve impact • Do things that matter • Deliver results • Show pride and passion.

Have fun • Enjoy work • Be yourself • Stay connected.

We want colleagues to feel free to be themselves - so we're all responsible for making sure we promote a culture of equality, diversity and inclusion. And, as you'd expect, we're responsible for our own health and safety, following our policies and doing any training needed for our roles.

Date Role Profile last reviewed:

June 2025