Job description

O.R.X

1 Job description

1.1 Job Details

Job Details:	
Job Title:	ORX News Research Analyst - 12-month Maternity Cover
Department:	ORX News
Reporting to:	Assistant Manager, ORX News
Responsible for:	N/A
Budget responsibility:	N/A
Location	Bath, United Kingdom

1.2 Job summary and main purpose

The role is an interesting and rewarding opportunity for an enthusiastic and proactive individual interested in learning about operational risk and the financial industry. The individual will contribute to the ORX News Service, working as part of a close-knit team to source, write and provide analysis of reported loss events.

The ORX News Service launched in October 2012. It is designed to provide banks and insurers with timely content, research and analysis on media reported events where banks have lost over $1 million due to certain failures, such as frauds and fines. The aim is to help other financial institutions avoid making similar mistakes and therefore avoid losing money. All such losses will need to be identified, summarised, checked and then published. Typically, the process for a single story should take 24-72 hours from identification to publication. There are now around 10,000 stories in the ORX News database, which continues to enjoy strong customer growth. More information is available at https://managingrisktogether.orx.org/orx-news.

The News Research Analyst will need strong research and writing skills to identify and summarise operational risk loss events for inclusion in the ORX News Service. In addition, they will participate in data analysis using tools such as Excel and, where appropriate, SQL and R to analyse and visualise data to develop thematic reports based on loss events. Where possible the News Research Analyst will use their language skills to identify events in international media.

1.3 Principal duties and responsibilities

Key duties and responsibilities will include:

- **Research -** Research and analyse the stories produced by the daily searches
- **Writing –** Produce high-quality one-page summaries, and where requested, long-form analysis of the events for publication including classification by characteristics such as type of loss, e.g. fraud or a fine

- **Quality Assurance -** Check content produced by other team members, including fact checking, editing and proofreading
- **Data Analysis -** Produce analysis and visualisations of trends in the ORX News data, requiring some knowledge of statistics and programming

1.4   Accountabilities

The ORX News Research Analyst is responsible for ensuring the quality and timely publication of stories, thematic reports and data analysis and these outputs adhere to our guidelines and standards.

1.5   Candidate profile

CRITERIA	Essential	Desirable
Qualifications and training		
Relevant qualification in an academic discipline such as economics, finance or data science. Or equivalent experience such as working as an analyst in risk or finance	X	
Knowledge and experience		
Excellent written English at fluent level (CEFRL C2)	X	
Some demonstrable experience of data analysis with software and statistical packages (e.g. R, Excel, SAS)	X	
Strong level of a non-English modern foreign language (at least CEFRL B2 level). We would particularly consider candidates who are proficient in a foreign language (Italian, French and German and other languages).		X
Self-motivated and able to work in a small team	X	
Knowledge of desk research techniques	X	
Demonstrated research experience including working to strict deadlines	X	
Results orientated with excellent communication and interpersonal skills	X	
Up to two years' experience in a financial services or operational risk environment		X
Experience in academic/professional writing and ability to understand and explain complex financial concepts	X	
Good IT skills, in particular Microsoft Office applications (including PowerPoint)	X	
Skills and abilities		
Excellent communication skills and numeracy	X	
Handle confidential material with highest discretion		X
Work autonomously and pro-actively	X	

Self-motivated and highly organised	X	
Able to cope under pressure and prioritise tasks	X	
Reliable and trustworthy	X	

1.6   Key competencies

The main competencies required for this role are:

- Planning and organising
- Effective communication
- Accuracy and attention to detail
- Teamwork and ability to give and receive feedback

Managing risk together

Page 3 of 3
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