

1 Job description

1.1 Job Details

Job Details:	
Job Title:	ORX News Researcher (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 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>.

You will use your strong research and writing skills to identify and summarise operational risk loss events for inclusion in the ORX News Service in line with our guidelines/standards, using publicly available online sources covering the global financial services industry, such as newspapers and regulator websites. Where possible you will use your language skills to identify events in international media. Using your analytical skills and increasing understanding of complex financial concepts to produce, you will write stories based on what you find. You will also provide quality assurance on colleagues' stories before publication. And you may additionally undertake analysis of the data and work on other projects as required.

1.3 Principal duties and responsibilities

Key duties and responsibilities will include:

- Research and analyse the stories produced by the daily searches
- Produce one-page summaries of the events for publication including classification by characteristics such as type of loss, e.g. fraud or a fine
- Ensure a high level of quality in writing, proofreading and quality assuring, following guidelines and procedures
- Check content produced by other team members, including fact checking, editing and proofreading

- Produce Excel reports analysing trends in the ORX News data
- Produce in-depth reports (Deep Dives) on specific topics such as particularly large or unusual losses
- Ensure the publication of summaries is efficient and timely
- Assist with other projects as required

1.4 Accountabilities

The ORX News Researcher is responsible for ensuring the quality and timely publication of stories of those stories that they have written as well as others' adhering to our guidelines and standards.

1.5 Candidate profile

CRITERIA	Essential	Desirable
Qualifications and training		
Degree or equivalent and / or validated experience which shows an ability to operate effectively in the academic environment.	X	
Knowledge and experience		
Excellent written English at fluent level (CEFRL C2)	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	
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		
Able to cope under pressure and prioritise tasks	X	
Reliable and trustworthy	X	
Effective IT skills - confident in the use and application of information and systems	X	
Experience and/or interest in data analysis	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