

# Internal Assurance Advisor

## Job Description

East of  
England  
COOP

### The purpose of your role in Our Co-op

As an Internal Assurance Advisor, you will play a critical role in implementing our co-op's risk assurance and monitoring programme. Your work will ensure compliance is effectively monitored, providing assurance to leadership while identifying opportunities for improvement.

You will support the development, delivery, and management of inspection and auditing programmes, providing insights into risk-related performance and highlighting improvement areas.

A key aspect of this role is coaching and supporting colleagues to maintain high compliance standards across all sites and areas of the business. You will also conduct detailed investigations following risk-related incidents to identify failings, non-compliances, or opportunities for improvement.

You'll become part of a skilled, engaged, and diverse team, supporting our co-op in our collective vision to be the best at what we do in the East of England.

### The Team you are joining

The Risk & Assurance Team is responsible for managing and mitigating business risks while ensuring compliance with safety policies and regulatory standards. We work closely with departments across the organisation to embed a strong risk management culture, providing expertise and strategic oversight.

### Things you need to know

This is a hybrid-working position which will require you to adhere to our hybrid working policy and procedures.

Please note that our working patterns are non-contractual. The advertised working pattern represents the normal working pattern for the role at time of advertisement and is subject to change.

### The skills we are looking for

- Communication
- Teamwork
- Adaptability
- Technical proficiency
- Customer focused

### Your reporting lines

#### Location

Wherstead Park,  
Ipswich, Suffolk, IP9 2BJ

#### Department

Central Office, Risk & Assurance

#### Reports to

Internal Assurance  
Leader, Ayse Singh



EMPLOYER RECOGNITION SCHEME

BRONZE AWARD

Proudly supporting those who serve.



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### What you will be working on at Our Co-op

1. **Compliance & Risk Assurance Support**
  - Provide ad hoc advice, coaching, and support to colleagues and sites to maintain compliance with safety and risk-related regulations.
2. **Audit & Monitoring Activities**
  - Conduct compliance inspections, supplier audits, contractor audits, and other risk monitoring activities.
3. **Risk Investigations & Root Cause Analysis**
  - Undertake investigations following accidents, incidents, or enforcement actions, ensuring root causes are identified and improvement plans implemented.
4. **Stakeholder Engagement & Compliance Guidance**
  - Work closely with management (e.g., Regional Leaders, Cluster Managers) to identify risk challenges and drive compliance improvements.
5. **Risk Data & Performance Analysis**
  - Conduct trend analysis on compliance data, highlighting opportunities for business-wide improvements.

This job description sets out the major tasks associated with the stated purpose of this post. Minor tasks normally considered an integral function of this post will be undertaken and not excluded simply because they are not itemised.

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## Our Values

At Our Co-op, we live by a set of five values. What's important to remember is that your behaviours reflect our values in whatever task you're performing.



To find out more about our values, visit [www.eastofengland.coop/careers/our-values](http://www.eastofengland.coop/careers/our-values)