

Job Description

Position Title: Risk Management Director

Job Family: Legal Affairs

Job Level: Director

FLSA Status: Exempt

Salary Grade: 09

Position Summary:

The Risk Management Director is responsible for developing, implementing, and overseeing comprehensive risk management programs to minimize operational, insurable, environmental health and safety, and financial risks across the institution. The Risk Management Director directly manages the centralized Environmental Health & Safety (EH&S) team and Enterprise Risk Manager and oversees and collaborates with operational units to reduce and prevent loss and reasonably ensure the health and safety for students, faculty, staff, and visitors. The Risk Management Director collaborates to achieve college-wide regulatory compliance in areas of responsibility. The Director of Risk Management manages in-house and contracted resources.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Identifies, assesses, and prioritizes operational risk across all departments and functions of the College. Develops and implements strategies to mitigate operational risk and enhance organizational resilience.
2. Provides guidance and support to department heads and staff in identifying and addressing operational risks in their areas of responsibility, enhancing the opportunity for success.
3. Develops and implements programs and policies to promote environmental health and safety throughout the college community. Conducts or coordinate risk assessments and audits to identify potential hazards and ensure compliance with regulations, standards, and policy. Provide training and education to faculty, staff, and students on safety protocols and safe practices.
4. Manages the College's insurance and self-insurance programs, including property, casualty, liability, workers' compensation, secondary medical, international, and other relevant insurance policies and programs. Reviews and analyzes coverage options to ensure adequacy and cost effectiveness. Manages information collection and submission for coverage applications and renewals. Serves as the College's licensed Risk Management Consultant
5. Leads by example while managing and supervising subordinate staff, setting clear expectations, providing guidance and support, training and development, monitoring progress and performance, fostering a positive work environment, recognizing achievement and addressing performance issues, and supporting personal development and growth.

6. Facilitates the College's development of enterprise risk management, collaborating with the Enterprise Risk Manager to develop and enhance value for the College, fostering greater accomplishment of institutional objectives.
7. Develops standards and recommendations for contracts related to risk, including standard insurance and indemnification language and approving or negotiating modifications, assessing higher risk agreements, and ensuring appropriate third-party risk considerations are appropriately addressed.
8. Coordinates coverage management and claims management processes and liaise with insurance brokers, insurance companies, and risk financing programs, as needed.
9. Ensures compliance with applicable laws, regulations, and industry standards related to risk management and insurance. Prepares reports as needed or appropriate.
10. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of advising and counseling practices
3. Knowledge of business management and fiscal practices
4. Knowledge of principles and methods for promoting programs and services
5. Knowledge and application of various instructional methodologies
6. Skill in budget/resource management
7. Skill in people leadership and supervision
8. Skill in program development and process improvement
9. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Risk management, Insurance, Business Administration or related field required.
 - Master's degree in a closely related field of study preferred.
 - Five (5) to eight (8) years of related experience in risk management, preferably in higher ed or a large organizational setting required.
 - Eight plus (8+) years of related experience preferred.
 - Three (3+) years of supervisory experience required.
 - ARM, CRM or similar professional certification is preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- DMV Check/Current and Valid AZ Driver's License
- Pre-employment Background Check Required
- Some evening or weekend work