



**DATE ISSUED:** 09/18  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Executive Director of Risk Management and Compliance

### ***JOB SUMMARY***

The Executive Director of Risk Management and Compliance provides leadership to TWU's Department of Risk Management in developing and implementing strategies and processes to manage the institution's compliance, liability and risks. This includes overseeing and supporting the areas of Environmental Health and Safety, Emergency Management and Business Continuity, Compliance, and Insurance Services. This position ensures that the university is protecting its assets and financial statement by establishing a process of identifying and assessing exposures and then financing and controlling risk to those exposures, including accountable compliance work involving oversight of compliance risk assessments. The Executive Director of Risk Management is also identified as the university's Risk Manager of record with the State Office of Risk Management. This position has responsibility for strategic and operational activities that have a campus-wide impact to the university's core operations. It requires developing short and long-term direction to address current and future institutional risks to promote the operational and financial health of the university. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Vice President of Finance and Administration and Chief Financial Officer

*Supervises:* Director of Environmental, Health & Safety, Director of Emergency Management and Business Continuity, Directory of Compliance, and Business Operations Manager.

### ***ESSENTIAL DUTIES - May include, but not limited to the following:***

- Provides direct supervision to the Business Operations Manager and Directors in the department.

- Oversees the direction of Environmental Health and Safety, Emergency Management and Business Continuity, Compliance, and Insurance Services.
- Oversees and monitors the implementation of a centralized compliance program including working with representatives from various departments. Monitors regulatory development in order to serve as an in-house expert on compliance matters.
- Oversees an effective system of legal and compliance controls which provides reasonable assurance that university operations are effective and efficient, assets are safeguarded; financial information is reliable and compliant with applicable laws, regulations, policies and procedures.
- Provides support for the university's strategic planning efforts by evaluating the risks of new and continuing strategic areas.
- Provides recommendations and advice to administration regarding institutional risks and impacts.
- Collaborates and partners with other governmental and non-governmental agencies to establish beneficial networks.
- Builds and maintains a system for identification and analysis consisting of risk registers and matrixes.
- Supports strategic initiatives and programs within the department by securing administrative support and resources needed for implementation.
- Participates as a member of various permanent and temporary committees and teams at the university to include, but not limited to, the Operational Compliance Committee, Emergency Management Planning Committee, and the Executive Risk Committee.
- Coordinates with state and internal auditors to assess risk management programs at the university.
- Reports on a periodic basis to the Chancellor and President and Board of Regents on the progress of implementation, and assisting them in establishing compliance programs.
- Completes the Risk Management Note in the Annual Financial Report.
- Provides support to processes to review and procure insurance policies at the university.
- Provides support to establish processes to issue Certificates of Insurance for contracts and agreements in which the university enters.
- Develops and implements policies and procedures for functions owned by the Department of Risk Management, as well as those for new and emerging risk areas.
- Supports management and oversight of any state or federal funds received through grants.
- Provides the President's Cabinet with an annual Risk Management report to show trends, progress, and recommendations.
- Compiles and provides justification for the department's annual budget request.
- Collaborates with university administration to make decisions on temporarily suspending operations due to unsafe conditions creating high risk.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

**ADDITIONAL DUTIES**

- Performs other duties as requested.

**EDUCATION**

Bachelor's degree in a related field is required. An advanced degree in risk management, public administration, or business management is preferred. Applicable professional certifications such as Certified Emergency Manager (CEM), Associate in Risk Management (ARM) or Certified Risk Manager (CRM), and Certified Compliance and Ethics Professional Certification (CCEP) are preferred.

**EXPERIENCE**

Seven to ten years of progressively responsible experience in one or more of the following areas: risk management, compliance, emergency management, insurance, environmental health and safety, and business continuity.

**REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position. This position is also designated and is expected to report to the university or alternate location, once it is deemed safe, to support disaster and continuity efforts at the university.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Working knowledge of OSHA, ANSI, NFPA, EPA, FEMA, TCEQ, SORM, Homeland Security, and other applicable laws, rules, regulations and/or policies.
- Provides consultation and/or expert advice or testimony.
- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to coordinate work with other employees, providing direct instruction or supervision.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

### ***PHYSICAL DEMANDS***

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee must have the ability to occasionally lift and/or move up to 50 pounds.

### ***WORK ENVIRONMENT***

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed indoors and/or outdoors. Work may be performed around electrical, mechanical and/or civil hazards. The noise level in the work environment is low to loud.

### ***SAFETY***

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Executive Director of Risk  
Management and  
Compliance  
Date Issued: 09/18  
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**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***