JOB DESCRIPTION

TITLE

Executive Director of Risk Management

JOB SUMMARY

The Executive Director of Risk Management provides leadership to TWU’s Department of Risk Management in developing and implementing strategies and processes to manage the institution’s risks. This includes overseeing and supporting the areas of Environmental Health and Safety, Emergency Management and Business Continuity, and Risk 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. 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 and 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, Business Operations Manager.

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

- Oversees the direction of Environmental Health and Safety (EH&S), Emergency Management and Business Continuity (EM/BC), and Risk Services.
- Develops and implements policies and procedures for functions owned by Risk Management, as well as those for new and emerging risk areas.
- Manages procurement of appropriate insurance policies and other risk financing methods through various brokers and the State Office of Risk Management.
• Provides support for the university’s strategic planning efforts by evaluating the risks of new and continuing activities.
• Provides recommendations and advice to administration regarding institutional risks and impacts.
• Collaborates with partners both internal and external, including other university departments and governmental agencies, to continuously improve risk management programs and processes.
• 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, Space/Resource Utilization Committee, etc.
• Coordinates with state and internal auditors to assess risk management programs at the university.
• Manages processes for the issuance of Certificates of Insurance for contracts and agreements in which the university enters.
• Supports management and oversight of any state or federal funds received through grants related to the department’s functions.
• Provides reports as necessary to show trends, progress, and recommendations related to the management of risks the university is exposed to.
• Compiles and provides justification for the department’s annual budget request.
• 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.

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 Risk Manager (CRM) or Associate in Risk Management (ARM) required.

EXPERIENCE

Five to seven years of progressively responsible experience in one or more of the following areas: risk management, 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:

- General knowledge of OSHA, ANSI, NFPA, EPA, FEMA, TCEQ, SORM, Homeland Security, and other applicable laws, rules, regulations and/or policies.
- Knowledge of professional and industry standards and practices in the field of risk management.
- 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.

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.