



**DATE ISSUED:** 02/17  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Business Operations Manager of Risk Management

### **JOB SUMMARY**

The Business Operations Manager of Risk Management is responsible for managing and tracking the department's budget, providing oversight of departmental contracts, facilitating the procurement process, reconciling departmental travel, and supporting the development of institutional policies and procedures related to Risk Management. Additionally, this position is responsible for tracking departmental performance through the department's strategic plan. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies and Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Executive Director of Risk Management

*Supervises:* May supervise student assistants and interns

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

- Reviews, develops, and updates departmental policies and procedures.
- Develops URP's and monitors URP's protocols, and procedures for updates and makes necessary updates.
- Develops Risk Management protocols and procedures and communicates them to department staff and department's stakeholders.
- Tracks and reports on departmental performance, implements departmental strategic plan by tracking progress made toward goals and objectives.
- Develops reports on department's progress in achieving strategic initiatives.
- Collaborates with Senior Risk Analyst on developing surveys and key performance indicators to gauge departmental effectiveness.
- Manages departmental budget and procurement program.
- Reviews and manages departmental contracts, including managing university insurance policies through review and analyzing policies to look for coverage gaps.

- Performs accident investigations for effective claims management.
- Reviews agreements and contract language from procurement to make sure insurance requirements are met.
- Tracks and manages departmental contracts with outside service providers.
- Tracks performance of insurance brokers and other vendors to make sure terms of agreements are met.
- Updates the department's web content and support outreach efforts.
- Reconciles travel for department.

### **ADDITIONAL DUTIES**

- Performs other duties as requested.

### **EDUCATION**

Bachelor's Degree in Business Administration, Accounting, English, Technical Writing, or related degree is required. Master's degree in an aforementioned discipline or in Risk Management or Public Administration is preferred.

### **EXPERIENCE**

Two years' experience in budget and accounting, contract management, strategic planning, or technical writing.

### **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

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

- Knowledge of MS Office Products including Word, Excel, Access and PowerPoint.
- Knowledge of web content management systems.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment including 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.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**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,***

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***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.***