

JOB CODE:10 1339
POSITION #:(NUNC) (E)
DEVELOPED BY:JW
REVIEWED BY: J V W
APPROVED BY:LK
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**UNIVERSITY OF RHODE ISLAND
POSITION DESCRIPTION**

TITLE: Director, Risk Management
DIVISION: Administration & Finance
REPORTS TO: Assistant Vice President for Enterprise and Campus Services
GRADE: 13
SUPERVISION: Support staff; students

BASIC FUNCTION:

Administer the University's risk management programs. Lead enterprise risk management efforts for the University and be responsible for developing risk management strategies and influencing risk owners in the integration of risk management processes into the University's business, academic and research activities. Serve as trusted advisor and consultant to University leaders on matters related to risk and insurance evaluation, policy development and ensuring the integrity of internal controls and business processes. Provide for timely and comprehensive inquiries, and determine actions to reduce or eliminate loss. Manage the University's insurance programs, and provide support to in-house litigation matters. The position involves all URI campuses and locations, and functions under the general direction of the Vice President for Administration and Finance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop and recommend policies and procedures which will support an overall University strategy to manage the cost of providing asset and income loss protection and risk financing.

Develop and maintain effective working relationships with brokers, insurance carriers, legal representatives from the external community, and senior managers and department representatives from within the University and the Council on Postsecondary Education.

Serve as the contact person for insurance company representatives and/or attorneys regarding matters of risk management and insurance, and support University Counsel with information concerning claims and legal filings as requested.

Budget for and manage the University's insurance portfolio by assessing values and controlling risks and losses through responsible management; keep abreast of the changing exposures and changing costs of risk control in order to advise senior managers on risk management policies and management efforts.

Serve as a point of contact and a collection point for University loss claims and expenses associated with man-made and natural disasters qualifying for state and/or federal cost recovery, including accident and injury reports associated with faculty, staff, students, and visitors.

Participate in the selection of insurance carriers. Plan and coordinate risk and insurance portfolios through effective assessment of values and control of costs.

Work closely with the University community, contractors and guests, assessing risks and controlling losses through active participation with departments and coordination of responses to insurance inquiries.

Conduct claims evaluations, accident inquiries, and evaluate risk management claims information to identify significant hazards and loss trends; identify and recommend preventive measures and corrective actions.

Participate in the development of University wide risk, loss control and safety programs, and support University campus departments by providing advice and support in the implementation of these risk management strategies, training programs and loss control techniques.

Supervise and direct support staff, including training and professional development.

Participate in various committees, including but not limited to: CEMAC, Policy Task Force, Commencement and other various hocproject groups.

Review and propose language for contracts, agreements, bids, special coverage requests, and other company arrangements for necessary indemnification, insurance requirements and other related risk management objectives.

Manage, collect and provide feedback on insurance certificates provided from suppliers, vendors, guest speakers, entertainers, and other third parties to ensure compliance with contractual and other risk management objectives.

Work with operational and academic departments on a continuous and proactive basis to develop and coordinate a University wide Business Continuity Plan (BCP) to maintain functional operations during or following disruptive events. Focusing upon incident-specific, site-specific analysis of potential causes of interruptions, to preclude incidents from occurring and to quickly resume the University's business functions, academic programs and research activities after such an event. Ensure appropriate levels of business interruption insurance in the event the University suffers a disruption which results in loss of income, revenue or business activity.

Responsible for managing the administration of employee safety and risk programs campus wide, provide appropriate follow up to address issues which contribute to unsafe work practices or environments; track incidents and produce reports and analysis regarding workplace safety incidents and claims; provide current trending reports to both and department heads. Provide recommendations and regular feedback to operational leaders on areas for improvement.

Develop, maintain and expand the University Risk Management website to offer self-help capabilities via online knowledge sharing, training and insurance inquiries.

Provide support to campus departments by establishing and reviewing requirements for contracting, special events, and other insurable risks.

OTHER DUTIES and RESPONSIBILITIES:

Perfo1m other duties as assigned.

LICENSES, TOOLS, and EQUIPMENT:

Personal computer, printer; word processing, spreadsheet and database management software. Valid driver's license.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum seven years of related professional experience in a risk management and insurance environment, managing budgets and participating in financial planning and analysis of insurance portfolios; Demonstrated knowledge of federal and state regulations, local loss prevention and cost recovery regulations; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to others; Demonstrated computer skills, including the ability to use spreadsheet and financial reporting applications; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree in Business, Insurance or Public Administration; Demonstrated training and certification in the risk management and insurance fields; and, Minimum three years' experience in a higher education setting.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATIONS TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.