

Job Code:.....101409
Position #: (NUNC) .(E)
Developed by: DM
Reviewed by: LK; AMC
Approved by:LK
Date: 10/19

**UNIVERSITY OF RHODE ISLAND
Position Description**

TITLE: Assistant Vice President, Enterprise Risk Management (ERM)
DIVISION: Administration and Finance
REPORTS TO: Vice President, Administration and Finance
GRADE: 18
SUPERVISES: Directors and Support Staff

BASIC FUNCTION:

Enterprise Risk Management (ERM) focuses on strategy and includes all risks – strategic, financial, reputational, and health – that may adversely affect the University, not just those associated with accidental losses. Successful risk taking is necessary for the University to achieve its objectives, and the University seeks to be risk-aware but not risk-averse.

The Assistant Vice President, Enterprise Risk Management (ERM) reports to the Vice President for Administration and Finance and is responsible for the leadership, innovation, governance, and management necessary to identify, evaluate, mitigate, and monitor the University’s operational and strategic risk, whether outsourced (as with insurance) or retained.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Create and maintain a Risk Profile for the University which assesses and ranks the top risks to the University using two methods: one based on estimated likelihood and impact (financial, reputational, and health) and the second based on strategic risk evaluation, ranking risks based on the potential for adversely impacting the University’s progress toward achieving its strategic goals.

In conjunction with those responsible for monitoring and mitigating risk throughout the organization, ensure that the University’s risk management policies, implementation/mitigation and monitoring are in continuous compliance with applicable Federal and State regulations, rating agency standards, and strategic imperatives of the organization.

Develop a common risk management framework supporting the University’s various units and functions with a focus on streamlining common risk-related processes across the enterprise.

Collaborate with representatives from risk-focused functions at the University (e.g., Legal, Data Security, Public Safety, Athletics, etc.) to gather and share information about current and emerging risks, develop a comprehensive understanding of the University's risk landscape, and drive appropriate risk management strategies for the organization.

Develop, implement and maintain a risk analytics initiative, maximizing use of data, analytics, and automation to enhance understanding and monitoring of risks, operationalize risk appetite and tolerance, and assesses alternatives for mitigating risks and strengthening resiliency capabilities. Report on these risks regularly to the Vice President for Administration & Finance.

Manage the University's business continuity and resilience activities, including the creation of a business impact analysis, development and review of crisis management and business continuity plans, and facilitation of regular tabletop exercises for University leaders.

Oversee insurance and risk management and business continuity planning activities for the organization, including Risk Management (Insurance), Environmental Health and Safety, Compliance (Affirmative Action, Equal Opportunity and Title IX), and Policy Administration and Business Continuity Planning.

Maintain full administrative responsibility for the Enterprise Risk Management Department including budgets, staffing, administration, planning, performance management, talent assessment and development to retain, attract and engage staff, succession planning, etc.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management, spreadsheet software. Excel.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of ten years of experience in risk management (with a minimum of five of those years in a senior leadership role within a complex organization); Demonstrated experience in enterprise risk management, including implementing numerous enterprise-wide risk management strategies; Demonstrated track record of success in leading organizations through transformation impacting both the business and risk management; Demonstrated experience with risk identification and assessment utilizing data analytics and a quantitative approach; Demonstrated experience with loss prevention and mitigation utilizing data analytics and a quantitative approach; Demonstrated ability to work with diverse groups/populations; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated experience working collaboratively across organizational lines in a University; Demonstrated

experience with compliance reporting (such as FERPA, Clery Act, Title IX, HIPAA and similar regulations); and, Demonstrated ability to create and maintain financial and other models using Microsoft Excel or similar enterprise modeling tools.

PREFERRED: MBA or MS degree risk management, finance or business administration or related field; and, Minimum of three years' combined experience in the technical aspects of each of the following: Property and casualty insurance, Title IX/AA/EO, Employee safety and health, Environmental compliance, Workers' compensation claim administration, Property and casualty claim administration.

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