

Job Description

Position Title: Enterprise Risk Manager

Job Family: Legal Affairs

Job Level: Manager

FLSA Status: Exempt

Salary Grade: 07

Position Summary:

The Enterprise Risk Manager plays a critical role in identifying, assessing, and mitigating risks across the institution. This position is responsible for developing and implementing a comprehensive enterprise risk management framework that enables proactive risk identification and strategic decision-making. The Enterprise Risk Manager will collaborate with various departments to ensure a holistic approach to risk management that supports the college's mission, goals, and compliance requirements.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Designs and maintains a robust enterprise risk management framework that integrates risk management into all aspects of the college's activities and decision-making processes.
2. Promotes a risk-aware culture across the college, fostering an environment where risk identification and reporting are encouraged and valued by all members of the community.
3. Leads the identification and assessment of risks across the college, considering a wide range of areas including operations, finance, technology, compliance, reputation, and more.
4. Develops and implement strategies to mitigate identified risks, working closely with relevant stakeholders to establish effective controls and action plans.
5. Coordinates renewal and maintenance of individual or group self-insurance and commercial insurance as appropriate to effectively protect the College from insurable risk. Oversees claims administration by insurers or third-party administrators as assigned.
6. Creates and distributes regular risk assessment reports to senior leadership, providing insights into emerging risks, risk trends, and the effectiveness of risk mitigation strategies.
7. Collaborates with department heads and operational leaders to identify and address specific risks within their areas. Provides guidance and support in developing risk mitigation plans.
8. Participates in professional development to stay informed about industry trends, regulatory changes, and emerging risks that could impact the college.
9. Proactively recommends adjustments to the risk management strategy as needed.
10. Collaborates with the Compliance Manager and other relevant stakeholders to ensure alignment between risk management and compliance efforts.
11. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of business management and fiscal practices
3. Knowledge and application of organizational and time management principles
4. Skill in analyzing data and drawing conclusions
5. Skill in budget/resource management
6. Skill in coordinating and monitoring the work of others
7. Skill in effective communication (both written and oral)
8. Skill in independent decision making
9. Skill in people leadership and supervision
10. Skill in organization, coordination, and management
11. Skill in problem solving
12. Skill in team building
13. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
14. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Governance, Institutional Policy, and Legislation: Allows impact on the guidelines that determine how the College operates.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree or in as Law, Business, Higher Education Administration, or a related discipline.
- Master's degree or in Law, Business, Higher Education Administration, or a related discipline preferred.
- Three (3) to five (5) years of related experience in compliance, audit, or enterprise risk management required.
- Five (5) to eight (8) years of related experience in compliance, audit, or enterprise risk management preferred.
- MBA, MPA, JD, or certification in Compliance is preferred.

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required