AUBURN
Human Resources

Exec Dir, Risk Management & Safety

Job Description

JOB INFORMATION

Job Code	EE04
Job Description Title	Exec Dir, Risk Management & Safety
Pay Grade	LC15
Range Minimum	$112,420
33rd %	$146,140
Range Midpoint	$163,010
67th %	$179,870
Range Maximum	$213,600
Exemption Status	Exempt
Organizational use restricted to the following divisions	115 Risk Management & Safety
Approved Date:	5/21/2025 11:47:34 AM

JOB FAMILY AND FUNCTION

Job Family:	Legal, Compliance & Audit
Job Function:	Risk Management

JOB SUMMARY

Plans, directs, manages, and oversees the activities and operations of the Risk Management & Safety department, including the general administration of the university's risk management and insurance; environmental health and safety; laboratory and research safety; and general safety and health programs. Leads the development and execution of strategies for risk management and safety across all divisions of the university, ensuring compliance with applicable regulations and ensuring effective implementation of risk management and safety programs and services. Identifies, evaluates, and plans strategies to maximize the protection of the university's assets while minimizing the impact of potential losses. Provides high-level administrative support to senior leadership, including the President, Provost, Senior VP, and CFO, Deans, etc.

RESPONSIBILITIES

- Provides strategic leadership, supervision, and management of the Risk Management & Safety department and its employees. Responsibilities include setting work priorities and schedules, overseeing the delegation of day-to-day operations, and meeting with departmental leadership to identify and resolve problems. Manages the development and implementation of goals, objectives, policies, and priorities for each program area within Risk Management & Safety. Assigns projects and programmatic areas of responsibility, reviews and evaluates work methods and procedures, sets appropriate service and staffing levels, and allocates resources accordingly.
- Monitors and evaluates the efficiency and effectiveness of Risk Management & Safety services and procedures. This includes assessing and monitoring workload, administrative and support systems, and internal and external relationships. Identifies opportunities for improvement and directs the implementation of changes.
- Coordinates Risk Management & Safety activities with other departments, outside agencies, and organizations. Evaluates operational and activity-level risks, providing risk management and safety knowledge, guidance, and expertise to the university community. Collaborates with university partners to develop policies, standards, and procedures to identify, measure, and manage risks related to various hazards and exposures, working closely with university units responsible for those areas.
- Serves as a resource for faculty, staff, and students on issues related to insurance, risk identification, safety, and mitigation. Partners with key leadership groups throughout the university, including other Business and Administration units, the Office of General Counsel, and the Office of Audit, Compliance, and Privacy, to appropriately balance university risk mitigation strategies in line with the university-wide risk appetite.
- Manages and oversees the development and administration of the Risk Management & Safety budget. This includes directing the forecast of funds needed for staffing, operations, equipment, materials, and supplies. Additionally, it involves monitoring and approving expenditures, as well as preparing and implementing budgetary adjustments as necessary.

RESPONSIBILITIES

- Participates in university committees and groups to ensure risk management and safety are embedded in processes and procedures. Represents the university in professional organizations.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Risk Management & Insurance, Environmental Science, Health and Safety, Industrial Hygiene, Biological Sciences, Engineering, Chemistry or a degree in any other field	and	10 years of	Experience in the management and/or coordination of risk management and insurance programs and administration of safety and health related programs	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Occupational Safety and Health Administration (OSHA) regulations, risk management, safety and environmental health programming, and Federal, State and Local laws related to hazardous materials and waste management.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
ARM - Certification In Risk Management		Upon Hire	Required	Or
Chartered Property Casualty Underwriter (CPCU)		Upon Hire	Required	Or
Certified Risk Manager (CRM)		Upon Hire	Required	And
	Graduate degree in risk management/insurance may substitute for certifications	Upon Hire	Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Motor Vehicle Record (MVR)

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

In-State; Domestic; International