AUBURN
Human Resources

Assoc Dir, Risk Management Special Projects

JOB INFORMATION

Job Code	EE19
Job Description Title	Assoc Dir, Risk Management Special Projects
Pay Grade	LC13
Range Minimum	$88,040
33rd %	$111,520
Range Midpoint	$123,260
67th %	$135,000
Range Maximum	$158,470
Exemption Status	Exempt
Approved Date:	7/26/2021 3:29:04 PM
Legacy Date Last Edited	8/29/2014

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Executive Director of Risk Management the Associate Director, Risk Management Special Projects is responsible for directing Auburn University Risk Management & Safety projects and initiatives by providing strategic direction and oversight that impacts the all departments within Risk Management and the university community. In collaboration with leadership, this position develops and executes critical initiatives contributing to goals of the all departments within Risk Management. Collaborates with leadership to advance the departments strategic plan and assessment and ensure that they align with the University's overall strategic plan.

RESPONSIBILITIES

- Under the direction of the Executive Director, develops and oversees key initiatives and special projects strategy within the Risk Management & Safety department and university objectives and strategic plan.
- Works with department leadership to develop, implement, and maintain individual initiative & project objectives and short and long-range plans from start to finish. Provides support and guidance to department leadership regarding the management and coordination of strategic initiatives and special projects. Serve program areas on a consultative basis to evaluate and assess current programs, tasks, initiatives, projects, or areas of need. Collaborate and partner with program leadership to develop effective plans and strategies to advance these areas as needed.
- Directs assigned major department initiatives/projects and ensures they are generally cohesive, consistent, and effective in supporting department and university missions, goals, and strategic plans. Develops and establishes policies, strategies, and operating objectives to ensure efficient and effective implementation of major initiatives/projects and/or projects tied to department or strategic institutional priorities.
- Prepares the detailed steps, timeline and resources needed to accomplish specific initiatives/projects. Identifies initiative/project goals, objectives, and key performance indicators in collaborations with department staff and key stakeholders understand how the planning impacts them and know what is expected to move initiatives and projects forward.
- Prepares and delivers quarterly and annual updates on initiatives/projects status to the Executive Director to demonstrate meaningful progress on planning and meaningful value to department staff and key stakeholders.
- Plans and develops tracking and evaluation programs to assist in the accomplishment of established goals and objectives. Evaluate project performance, and identify areas for improvement, implementing corrective actions as needed. Prepares reports, presentations, and documentation to communicate project progress, outcomes, and impact to internal and external stakeholders. Gathers, organizes, and assesses data and information to promote informed decisions.

RESPONSIBILITIES

- Collaborates and serves as a liaison with departmental staff and key stakeholders to operationalize and coordinate projects based on the prescribed timeline. Fosters effective communication and collaboration among team members and stakeholders to ensure project success. Develops trusted relationships with departmental staff and key stakeholders and ensures that they are kept appropriately informed of project activities and are encouraged to participate as appropriate.

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, Law, Safety, Environmental Science, Industrial Hygiene, Biological sciences, engineering or related field	and	8 years of	Experience in health and safety, regulatory compliance enforcement, and business management including budgeting and personnel management. Experience in planning and implementing key strategic initiatives in a complex organization preferably in a government or higher education setting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of insurance, risk management, federal, state, and local safety regulations and industry safety standards related to fire and life safety and occupational safety and health.

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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.