



JOB INFORMATION

Job Code	EE08
Job Description Title	Dir, Risk Mgmt & Insurance
Pay Grade	LC14
Range Minimum	\$92,150
33rd %	\$119,790
Range Midpoint	\$133,610
67th %	\$147,440
Range Maximum	\$175,080
Exemption Status	Exempt
Approved Date:	7/26/2021 3:26:11 PM
Legacy Date Last Edited	12/1/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Director of Risk Management & Insurance supervises the activities of the Risk Management & Insurance and Safety & Health programs within the Risk Management & Safety department. The Director implements, monitors, and coordinates risk control, reduction, and prevention programs with the goal of minimizing the risk of injuries and adverse events to the university.

RESPONSIBILITIES

- Provides administrative oversight of the Risk Management & Insurance and Safety & Health programs within the Risk Management & Safety department including hiring, evaluating, training, and supervising assigned personnel to ensure effective departmental operations and compliance with applicable federal, state, and local laws, regulations, codes, and rules.
- Provides strategic direction in the development and administration of a comprehensive short and long-range risk management program to identify, analyze, and respond to risk exposure; establish and implement short- and long-term goals, objectives, policies, and procedures; evaluate operational effectiveness; and implement changes required for improvement.
- Develops and administers the university's risk financing program by negotiating and procuring insurance ensuring appropriate terms, conditions, pricing, and coverage; develops and monitors alternative risk financing, risk transfer, and risk control methods. Develops and manages the budget for risk management operational needs, as well as university-wide insurance renewals.
- Develops and monitors Auburn's self-insured programs including, on-the-job injury, automobile band general liability, and automobile physical. Oversees accident investigations related to Auburn's self-insured program to determine university liability and insurance coverage available. Provides management of third-party claim administrators to ensure satisfactory adjudication of claims presented to the university. Oversees claims and lawsuits by analyzing insurance policies for coverage, recommending possible resolutions, and facilitating insurance submissions and payments.
- Analyzes Auburn's risk exposure, loss potential, and loss trends and provides guidance to senior leadership, faculty, and staff on liability and insurance issues and the development of risk and loss mitigation policies.
- Identifies and manages risks to the university, its employees, students, stakeholders, assets, and operations and develops university-wide risk management strategies, objectives, and policies that establish the framework, tools, and procedures to achieve successful risk identification and management. Engages with university administrative and academic units to identify and evaluate loss exposure and develop programs to mitigate risk exposure and minimize risk-related costs.
- Provides guidance on the management of risks in contracts, agreements, leases, and other legal documents to assess and minimize risks and ensure compliance with contractual provisions and obligations related to risk management.

RESPONSIBILITIES

- Keeps abreast of the latest developments and trends in the areas of risk management prevention, and insurance areas. Performs enterprise-wide risk analysis and identification and formulates recommendations for action & mitigation of risk.
- Oversees the Risk Management Information System including selecting software, negotiating terms and features, and periodically reviewing the system to ensure that it meets the needs of the University.
- Directs development, implementation, and management of sophisticated safety and loss control policies and programs related to general and occupational safety in order to mitigate risks associated with university operations and provide a safe environment for the university community. Monitors loss trends and provides strategic direction that will result in fewer losses to persons, property, and reputation. Assesses the University's conformance with federal, state, and local requirements as well as university policies and procedures relating to fire, life, and occupational safety and health. Partners with safety and loss control employees embedded in other units to provide support and consultation.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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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 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 Business, Insurance, Risk Management or related field.	And	8 years of	Experience in risk management program administration and/or the insurance programs.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Direct, hands on knowledge of risk management and insurance principles, standards, and practices including risk prevention, risk reduction, risk retention (self-insurance), and risk transfer.	
In depth knowledge of the insurance market for higher education.	
Ability to evaluate strategic and operational risks.	
Ability to develop policies, and implement and manage a complex programs.	
Ability to analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.	
Ability to manage and execute multiple complex projects within required time frames and expectations.	
Excellent communication, interpersonal and networking skills.	
Ability to develop strong collegial and collaborative relationships with stakeholders.	
Superior analytical and writing abilities.	
Ability to provide technical guidance and leadership to professional personnel in area of expertise.	
Demonstrated ability to lead and mentor professional staff in a complex and diverse environment (planning, monitoring, priority setting and time management).	
Strong interpersonal and communication skills (internally and externally) with senior leaders, board members. Success in developing effective teams and pursuing continuous improvement programs.	
Ability to develop, implement, and supervise safety and health programs and protocols.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
ARM - Certification In Risk Management	Certified by the Associate in Risk Management (ARM)	Upon Hire	Required	Or

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
Certified Risk Manager (CRM)		Upon Hire	Required	Or
Chartered Property Casualty Underwriter (CPCU)		Upon Hire	Required	And

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			Up to 25 pounds
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.