

THE UNIVERSITY OF PRINCE EDWARD ISLAND

POSITION DESCRIPTION

BUSINESS TITLE:	Director, Enterprise Risk Management
DEPARTMENT:	Enterprise Risk Management
VP/FACULTY:	Vice-President Administration and Finance

JOB SUMMARY

The Director of Enterprise Risk Management provides strategic, operational, and administrative leadership guiding the University towards more mature enterprise risk management and a culture of data-driven (evidence-based) decision-making by university leaders, senior management and Board of Governors.

The Enterprise Risk Management function comprises not only traditional risk management (i.e., the facilitation of identification, assessment, ranking, response and management of risk,) but responsibilities for emergency management; business continuity; contract management (non-research) and the University's insurance portfolio.

The Director will leverage existing resources, and a reinvigorated strategic plan, to enhance where possible and develop where necessary such University-level guidance, frameworks and tools as may be required to help University leaders operationalize risk management in day-to-day decisions.

ORGANIZATIONAL STATUS

The Director supervises two direct reports.

As an integral part of the Vice-President Administration and Finance's leadership team, the Director ensures that Enterprise Risk Management supports the University's strategic goals and academic mission, in a manner consistent with University's values, policy, and relevant legislation/regulation.

Along with the rest of the Vice-President's team, the Director will embrace responsibility for leadership standard work aligning the Enterprise Risk Management function with best practices in financial sustainability; employee management, engagement and development (including a focus on equity, diversity and inclusion); continuous improvement; policy management and operational planning which incorporates relevant elements of the University's [Strategic Plan](#), Strategic Enrollment Plan and [Action Plan](#).

WORK PERFORMED (DUTIES)

Strategic Planning

Responsible for the development, review and/or revision of multi-year plans guiding enterprise risk management into the future as well as the implementation and monitoring of those plans:

- Risk management framework, approach and implementation plan building upon prior work of the University and incorporating current best practices.
- Emergency management framework, approach and implementation plan integrating any existing (special purpose) plans into a comprehensive, cohesive and understandable structure.
- Business continuity framework, approach and implementation plan integrating any existing (special purpose) plans into a comprehensive, cohesive and understandable structure.
- And such other plans as may be required.

Operational Planning

Responsible for the development of annual operational plans to support, implement and monitor University priorities (incorporating relevant elements of the University's Strategic Plan, Strategic Enrollment Plan and Action Plan). Examples include but are not limited to

- Collaboratively develop priorities and plans in a resource-constrained environment, (and in context of growing demand for insight,) to address, revisit or expand the University's current implemented:
 - Risk management framework and approach.
 - Emergency management framework and approach.
 - Business continuity framework and approach.
 - Risk transfer function as represented by the University's insurance portfolio.
 - Risk mitigation function as partially represented by the University's contract management function.
- Lead cross functional projects to develop, implement, revisit and/or maintain policies, procedures, data standards, documentation standards, models, automation, platforms, systems and/or tools related to enterprise risk management for the purpose of enhancing the efficiency and effectiveness of analysis, reporting/visualization and data-driven decision-making.

Team Administration

Leadership standard work includes (but is not limited to):

- The development of annual financial plans (e.g., budgets) as well as their implementation (including delegation) and monitoring in accordance with best practices and University policy and procedures.
- The development of annual employee management, engagement and development plans as well as their implementation (including delegation) and monitoring in accordance with best practices and University policy and procedures.
- The adoption of effective and measurable continuous improvement outcomes and incorporation of such into operational plans as related this function.

- The development, review and/or revision of applicable policies and procedures as well as their implementation (including delegation) and monitoring to support the above.

Regular and frequent Manager check-ins (direct reports) shall

- Build an ongoing culture of accountability and trust through delegation and the expectation of leadership standards work.
- Review resource deployments related to the team (e.g., financial reports; personnel assignments; space allocations; system and tool requirements and/or gaps; etc. to optimize towards the achievement of strategic and operational goals.

Evaluate project management success; maturity; extent and effectiveness of support to University business units; etc.

University Outcomes

Regular and frequent review of University-level measures to assess efficiency and effectiveness of resource deployments against strategic goals and operational requirements, e.g., strategic enrolment management, administrative and academic programs and services.

SUPERVISION RECEIVED

Works independently with broad direction from the Vice-President Administration and Finance.

QUALIFICATIONS

- Bachelor's degree in risk management, finance, business, (or other related);
- Master's degree (in a related field) or combination of relevant professional certifications e.g., Canadian Risk Manager (CRM) Professional; Risk Management Certification; Chartered or Certified Insurance Professional.

EXPERIENCE

- Progressive related leadership experience in risk management
- Progressively complex managerial experience in risk management
- Ability to work with Microsoft Office suite of products
- Experience in post-secondary education or other similar not-for-profit risk management would an asset.

COMPETENCIES

- Strong customer service orientation.
- Strong relationship building and collaborative, consultative leadership working effectively throughout all levels of the University and with external partners
- Strong leadership.
- Strong written and verbal communication.
- Strong problem-solving, and decision-making.

- Strong ability to work independently, take initiative, and follow through with minimal direction.
- Commitment to, and experience in, the implementation of equity, diversity, and inclusion.

IMPACT OF ERROR

- Loss of access / service to students, employees or the public through University infrastructure normally provided by UPEI
- Unsatisfactory access / service to students, employees or the public through University infrastructure normally provided by UPEI
- Potential health and safety impact to students, employees or the public due to the lack of adequate risk management including but not limited to emergency management; business continuity; insurance management and/or contract management.
- Financial impact to University budget (e.g. over/under spending; fines, penalties for non-compliance and/or negative impact on timeliness or amounts subject to funding agreements).
- Inefficient or ineffective use of University resources (e.g. human resources; financial resources; infrastructure such as facilities, space, land; furniture and equipment etc.)
- Loss of credibility with UPEI's internal or external stakeholders
- Inability to achieve opportunities and/or mitigate challenges related to the impact and outcomes of UPEI's strategic plan, strategic enrolment management plan and/or key performance indicators (i.e., operational efficiency and effectiveness regarding administrative and academic programs).

CONTACTS

- Board and Board Committees
- President and Vice-Presidents including Vice President Administration and Finance
- University Leadership Group (direct reports to President and Vice-Presidents) with strong relationship with Information Technology Systems and Services
- University Management Group (direct reports to University Leaders)
- Individual faculty or staff members
- Canadian University Reciprocal Insurance Exchange (CURIE) and other insurers/brokers
- Peers at other institutions