

SHANGHAI AMERICAN SCHOOL

SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

TITLE: OPERATIONAL RISK MANAGER (Business Office – Schoolwide)
CONTRACT DAYS: 210

POSITION SUMMARY:

The Operational Risk Manager performs administrative tasks in supervising the Health Services and Security Services teams and is responsible for the school's overall risk management. The Operational Risk Manager gives recommendations and/or requirements to improve the training, and performance of the security provider and acts as the liaison for retained security and risk management consultants. The Operational Risk Manager maintains and builds relations with local fire and safety agencies, other International Schools and the community at large. The Operational Risk Manager responds to requests for safety and security support from Senior Administration and coordinates with the CFO/CBO and Director of Facilities + Operations for major and minor functions held at SAS, including acting on behalf of the CFO/CBO as required.

SUPERVISED, EVALUATED BY & REPORTS TO:

CFO/CBO

QUALIFICATIONS:

- Bachelor's Degree in health services, criminal justice, business administration or related discipline
- Experience in educational environment preferred
- At least 5 years of experience with risk management
- Strong interpersonal, professional, communication, and collaboration skills.
- Demonstrated analytical, problem solving, organizational, and leadership abilities
- Ability to evaluate the effectiveness of programs and make recommendations for improvements
- Ability to maintain complete and accurate records and to develop meaningful reports from them
- Ability to establish and maintain effective working relationships as necessitated by work assignments
- Fluent in both English and Mandarin preferred

RESPONSIBILITIES:

- To participate in the implementation and management of the Risk Management strategy in respect to Health, Safety, and Travel policies across the department.
- Process administrative requests as needed for the Risk Management office including ordering of supplies, processing of documents, and primary contact for contractors.
- Provide after hour's support of school activities related to the safety and security of the school community.
- Supervise a security team assistant and campus nursing teams (both campuses).
- Act as the lead member of the Risk Management Team and Crisis Response Team, including overall facilitation of the Risk Management Team.

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- Manage the budget for Health Services and Security Services, which includes overall school Risk Management program and school Risk Registry.
- Provides necessary assistance to SAS administrators and other personnel in matters of risk management, health, safety, and security.
- Assist in the implementation of safety and security plans for special events involving the school facilities and student trips (on and off campus).
- Prepare memos, reports, drawings, etc. related to health, safety, and security issues, on and off the SAS campuses and presents those to the appropriate administration.
- Serve as a liaison with all other agencies such as local and foreign safety and security agencies, travel safety organizations, risk management groups and others to provide resources and information related to school health, safety, and security.
- Receive all reports of school incidents and maintains statistics regarding this information.
- Communicate with other school departments on matters related to school health, safety, and security.
- Attend PTSA, Audit Committee, School Board, and various other community meetings as requested.
- Perform other duties as assigned.

SAS BELIEVES:

- That each Employee makes a significant contribution to our success
- That contribution should not be limited to the assigned responsibilities.