

JOB DESCRIPTION

TITLE: OPERATIONAL RISK MANAGER

CONTRACT DAYS: Full Year

POSITION SUMMARY:

The Operational Risk Manager oversees the development and implementation of effective risk management policies, processes, and procedures for the school. The role is responsible for identifying, assessing, monitoring, and controlling operational risks to minimize the likelihood and impact of incidents that could negatively affect the school's operations, reputation, and financial stability.

SUPERVISED, EVALUATED BY & REPORTS TO:

CFO/CBO

QUALIFICATIONS:

- Bachelor's degree in risk and emergency management, business, finance, accounting, or a related field.
- Minimum of 5 years of experience in operational risk management or a related field.
- Knowledge of risk management principles, frameworks, and best practices.
- Experience in developing and implementing risk management policies, procedures, and guidelines.
- Strong analytical and problem-solving skills.
- Excellent communication, interpersonal, and presentation skills.
- Ability to work collaboratively with cross-functional teams.
- Ability to work independently and manage multiple priorities in a fast-paced environment.
- Fluency in both English and Mandarin preferred.

RESPONSIBILITIES:

- Develop, implement and maintain the school's operational risk management framework.
- Identify, assess and prioritize operational risks and determine appropriate controls.
- Work closely with school leadership to develop and implement risk mitigation strategies.
- Monitor and evaluate the effectiveness of risk controls and provide recommendations for improvement.
- Establish and maintain risk management policies, procedures, and guidelines that align with best practices and regulatory requirements.
- Ensure that risks are identified, reported, and escalated to appropriate stakeholders in a timely and effective manner.
- Conduct risk assessments and provide regular reports on the status of operational risks to school leadership.
- Develop and deliver risk management training and awareness programs to staff and faculty.
- Ensure that the school's insurance coverage aligns with operational risks and manage claims when necessary.
- Collaborate with internal and external stakeholders to identify and address emerging risks.

SHANGHAI AMERICAN SCHOOL

- Collaborate with internal and external stakeholders on issues related to cybersecurity, child safety and safeguarding, transportation, campus access, air quality, etc.
- Establish and maintain relationships with local regulatory agencies.
- Supervise the security team coordinator, the travel office and nursing teams (both campuses).
- Manage the budget for Health Services and Security Services.
- 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.
- 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.

How we see the world is how we experience the world

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

Child Protection at SAS

Shanghai American School, in keeping with our core values and vision statements, has a Child Protection Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.