

Ohio University – Compensation 2014
Job Family: Risk Management & Safety | Career Track: Management

Maintains a risk free and safe University campus by monitoring identifying and mitigating potential risks to the campus. Responsibilities include conducting daily surveys and inspections of campus, responding to incidents and disturbances, enforcing University rules and local, state, and federal laws, developing risk management and safety procedures to ensure the well-being of the University community and visitors, developing and implementing hazardous material and emergency programs, and directing insurance management and workers compensation services. LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS.

	Management I	Management II	Management III	Management IV	Management V
Accountabilities	<p>PEOPLE</p> <p>Oversees the work of a team or group performing similar activities.</p> <p>Has significant influence over staffing decisions.</p> <p>OPERATIONS</p> <p>Ensures employees are properly certified for their positions and are adequately trained in policies and procedures related to their job area.</p> <p>Performs activities similar to those of team.</p> <p>Ensures that team's day-to-day goals and objectives are met.</p> <p>BUDGET</p> <p>Tracks expenditures against budget</p>	<p>PEOPLE</p> <p>Supervises and coordinates lower level staff work plans. Hires, trains, evaluate, and direct the work of employees.</p> <p>Manages a small number of employees who are performing similar tasks.</p> <p>Conducts training for employees and University staff.</p> <p>OPERATIONS</p> <p>Checks the work of staff members to ensure that it follows safety procedures.</p> <p>Responds to complaints and calls. Coordinates response of haz-mat team for requests related to risk management and safety.</p> <p>Conducts incident investigations. Writes and reviews incident reports. Enforces University rules and local, state, and federal laws.</p> <p>Oversees the activities of the area with broad authority to establish policies, set objectives, assign work, and make decisions related to area.</p> <p>Monitors the activities within the area against key department measures and goals.</p> <p>Develops and implements risk management and safety plans within area and ensures that staff is property equipped to execute plans.</p> <p>BUDGET</p> <p>Approves expenditures within assigned budget.</p>	<p>PEOPLE</p> <p>Directs the work of lower level employees to ensure compliance with department policies and achievement of work objectives.</p> <p>Leads training sessions for faculty, staff, and students regarding risk management and safety procedures and regulations.</p> <p>OPERATIONS</p> <p>Responds to complex, non-routine risk management and safety problems using specialized knowledge and experience.</p> <p>Oversees and implements risk management and safety programs. Works independently to set day-to-day work objectives. Collects related data, writes reports for University risk management and safety colleagues, and recommends changes to programs and procedures.</p> <p>Serves as liaison with external constituents such as regulatory agencies, local officials, and life safety enforcement to ensure compliance with standards and requirements. Collects and compiles data for required reports.</p> <p>Advises colleagues on establishing policies and procedures to help ensure a risk free and safe environment for members of the University community as well as University visitors.</p>	<p>PEOPLE</p> <p>Manages the execution of major programs and initiatives by acting as a project leader. Directs work of project team and monitors performance against project objectives and key metrics.</p> <p>OPERATIONS</p> <p>Addresses the most complex, multidimensional risk management and safety problems using expert knowledge and experience. Responds to emergencies and makes quick decisions to contain any potential threats to the safety of the University.</p> <p>Oversees complex, high risk health and safety programs. Ensures compliance with regulations and policies in order to mitigate potential risks to the University.</p> <p>Consults with leaders of outside departments to establish risk management and safety policies and procedures and coordinate risk management and safety resources needed across the University.</p> <p>Works with stakeholders across the University to determine major areas of risk and assess the University's risk management and safety needs. Reports findings to functional leaders in order to set functional strategy and objectives.</p> <p>BUDGET</p> <p>May develop and administer budgets.</p>	<p>PEOPLE</p> <p>Oversees department work plans to align with overall University and functional strategy.</p> <p>Provides oversight of staff, which includes managers and directors.</p> <p>OPERATIONS</p> <p>Develops and drives University-wide risk management and safety service strategies that align with the University's unique requirements.</p> <p>Oversees the management of the departments and sub-functions within risk management and safety services. Makes recommendations on department strategies and the implementation of new initiatives.</p> <p>Identifies major areas of risk and advises leaders within the function on how best to achieve the functional strategy.</p> <p>BUDGET</p> <p>Develops, approves, and gains support for departmental business plans and budgets.</p> <p>Directs fiscal management of department.</p>

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Requirements	<p>Knowledge and expertise in concepts, principles, and practices of risk management and safety or related field as well as management or leadership experience typically obtained through an Associate's degree in risk management or safety or related field and 2 or more years of experience including lead and/or supervisory experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Knowledge and expertise in concepts, principles, and practices of risk management and safety or related field as well as management or leadership experience typically obtained through a Bachelor's degree in risk management or safety or business administration or related field and 3 or more years of experience including supervision. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Knowledge and expertise in theories, concepts, and practices of risk management and safety or related field as well as management or leadership experience typically obtained through a Bachelor's degree in risk management or safety or business administration or related field and 4 to 6 years of professional experience including significant management experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Seasoned knowledge and expertise in theories, concepts, and practices of risk management and safety or related field as well as management or leadership experience typically obtained through a Bachelor's degree in risk management or safety or business administration or related field and 6 to 8 years of professional experience including experience managing a team of professional employees. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Expert knowledge and expertise in theories, concepts, and practices of risk management and safety or related field as well as management or leadership experience typically obtained through a Master's or postgraduate degree or equivalent in risk management or safety or business administration or related field and more than 8 years of professional experience. This will include significant experience in managing financial and human resources as well as experience in developing, gaining support for, and executing short- and long-term strategic plans. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>