

Westfield

JOB DESCRIPTION

POSITION TITLE:	Risk Management – Manager
DEPT/LOCATION:	Risk Management/Corporate
REPORTS TO:	VP of Risk Management

JOB DESCRIPTION:

Reporting to the Vice President – Risk Management (U.S.), this position will work with the department team and support the VP – Risk Management primarily in the areas of Business Continuity Planning (BCP), Enterprise Risk Management (ERM), and Insurance.

QUALIFICATIONS

The ideal candidate will possess the following qualities:

- Capable of consistently maintaining a professional demeanor and working collaboratively in a dynamic team environment.
- Self-directed, organized, and able to multi-task with a results-oriented work ethic
- Inquisitive and curious nature with a desire to learn as much as possible, contribute to a dynamic and interactive team environment, and proactively seek out knowledge in relevant subject areas.
- Analytical skills and ability to assess a myriad of operational risks and exposures and develop risk mitigation strategies
- Strong written, verbal, organization, communication and presentation skills a must.
- Good project management skills and the ability to effectively multi-task and manage complex operations, prioritize and meet deadlines.
- A minimum of 7 to 10 years of business continuity, insurance, and risk experience, with progressive responsibilities.
- Have a Bachelor's Degree.
- Initiates the building of relationships with key personnel within the functional groups.
- Other duties and responsibilities as assigned based on specific discipline within Risk Management
- Proficiency with computer programs, including Microsoft Word, Excel, Power Point, Publisher, Visio, Microsoft Access, and e-mail programs.
- Position may require additional hours spent above the standard 40hrs per week when pressed for deadlines and other business initiatives.

JOB RESPONSIBILITIES:

Business Continuity Planning

- Develop emergency management plans for recovery decision making and communications, continuity of critical departmental processes, or temporary shut-down of non-critical departments to ensure continuity of operation and governance.

- Assist in executing on the Company's Business Continuity Planning process, including interfacing with various departments to ensure timely and thorough completion of their Business Continuity Plan.
- Review existing disaster recovery, crisis management, or business continuity plans and identify areas of improvement.
- Identify opportunities for strategic improvement or mitigation of business interruption and other risks caused by business, regulatory, or industry-specific change initiatives.
- Create business continuity and disaster recovery budgets.
- Create or administer training and awareness presentations or materials.
- Work with the Information Technology Department is developing and executing the annual Data Recovery Exercise.
- Oversee and participate in the departmental BCP desktop exercises that validate the depth and breadth of a given department's overall plan.
- Assist as needed with Crisis Management Team activities and annual CMT exercises.

Enterprise Risk Management

- Assist in coordinating and administering the ERM framework for United States.
- Participate in the development of departmental risk registers.
- Assists in the continued development and improvement of risk registers and other reporting dashboards and content in conjunction with the risk owner and other risk functions; ensures processes and data sources are documented
- Integrate the departmental risk records and controls into the Country Risk Profile Overview that is provided to senior executives.
- Monitoring departmental risk profiles and risk records and track outstanding actions identified at a departmental level.
- Establish and maintain a strong rapport with all internal departments to ensure ongoing support of the ERM policy & procedures
- Reviews risk policy compliance reporting; manages escalation of issues, exceptions and mitigation plans in coordination with ERM governance and risk owners
- Within Enterprise Risk Management (ERM) framework identify and monitor key, secondary, and emerging risks; track the development and execution of risk mitigation plans, regularly update ERM Committee on mitigation plans, prepare presentation materials for the ERM Committee and maintain Enterprise Risk Management Committee guidelines.

Insurance and Claims

- Assists the VP of Risk Management with reviewing, analyzing and evaluating all elements of the Company insurance programs to identify opportunities for enhancements and cost reduction initiatives, and to ensure that the proper coverages are in place.
- Assist in annual insurance program renewal process by reviewing insurance program structures, recommending changes based on industry best practices and broker recommendations, ensuring insurance market submissions are accurate and complete, negotiating insurance terms and conditions and implementing program changes aligned with organizational goals.

- Collect, consolidate, and prepare renewal underwriting data for the annual insurance renewal process and populate the insurance renewal web site with underwriting data.
- Assist in preparing underwriter renewal and mid-term presentations.
- Work with our insurance broker in developing responses to underwriter inquiries as well as completing insurance applications.
- Develop and maintain effective relationships with insurance brokers, insurance company underwriters and claims adjusters.
- Assist in preparation of budgets, accrual forecasts, and premium allocations.
- Analyze claim activity including frequency and severity trending to be used for loss forecasting as well as providing guidance on loss control activities.
- Work with legal and contract managers in reviewing insurance and indemnification provisions in contracts.
- Oversee the certificates of insurance process.
- Supervise the Company's surety bond program.