Chief Compliance and Risk Officer

Department: Office of Risk Management
Institution: The University of Texas System Administration
Location: Austin, TX
Salary: Salary commensurate with experience.
FLSA Status: Exempt
Benefits Eligible: Yes (Benefits Summary)

Purpose of Position:

Provide leadership, direction, and oversight for effective and comprehensive System wide Compliance, Risk Management, and Information Security programs for the University of Texas System (UT System) and provide relevant strategic direction and resources to UT institutions.

Essential Functions:

- Provide leadership, direction, and oversight of the UT System Administration Compliance Program.
- Serve as the liaison between UT System institutions and the Board of Regents in the areas of compliance, risk management, and information security to ensure that the Board has sufficient information to provide effective oversight over each program.
- Evaluate and provide guidance of UT System priorities on high-risk and emerging compliance, risk management, and information security areas in coordination with UT System Executive Offices and institutions.
- Provide guidance to UT System leadership regarding information security and privacy issues, risks, and mitigation strategies.
- Assess strategic, operational, financial and reputational risks and provide recommendations for improvement.
- Collaborate with Executive Officers, Chief Audit Executive, the Board of Regents and institutions on risk identification and assessment process.
- Collaborate with institutional compliance professionals to develop and implement an effective compliance governance structure in the areas of academics, healthcare, research, and privacy.
- Create a collaborative environment to share information, resources and expertise in all areas of responsibility.
- Provide support and explore opportunities where appropriate in the form of System wide contracts, training, and collaborative services.
- Provide oversight and direction for System wide comprehensive risk finance programs, including self-insured and high retention, in property, construction, cyber, auto, workers' compensation, unemployment compensation, directors and officer's liability, international, etc.
- Provide oversight and direction for comprehensive risk control programs including environmental health and safety, property conservation, emergency management and claim coordination.
- Provide resources to institutions in areas related to Environmental Health and Safety and Emergency Management.
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- Report significant matters to the Board of Regents, the System wide Executive Compliance Committee (ECC), and the Risk Management Executive Committee (RMEC) on a quarterly or as-needed basis.
- Develop, implement, and maintain an effective system for reporting and tracking significant events, complaints, conflicts of interest and conflicts of commitment.
- Conduct or provide investigation assistance to System Administration and institutions and coordinate as needed with the appropriate executive officers to investigate allegations received by the Board of Regents and/or the Chancellor.
- Develop and manage UT System policies which ensure each institutional compliance program meets the requirements of the Federal Sentencing Guidelines.
- Develop and maintain a knowledge base of essential compliance issues such as: advisory opinions and fraud alerts from the U.S. Department of Health and Human Services’ Office of Inspector General (OIG), the Centers for Medicare and Medicaid Services, and the Department of Justice; notices from the National Institutes of Health and other research compliance issues; and requirements from the Office of Civil Rights, Title IX, National Collegiate Athletic Association, and other compliance topics related to higher education.
- Ensure periodic, effectiveness assessments are performed on each institutional compliance, information security, environmental, health, and safety, and emergency management programs.
- Establish reporting guidance, metrics, and timelines and monitor effectiveness of security strategies at each UT institution.
- Serve as liaison with oversight agencies to align mandated activities while minimizing redundant directives and reporting.
- Review, analyze, provide information and testimony as necessary on proposed legislation.
- Promotes development and testing of emergency response, disaster recovery, and business continuity plans to ensure ongoing processing, safety of staff, and alternate facilities.
- Provide annual training to the Board of Regents on compliance-related laws and issues.
- Other duties as assigned.

Required Qualifications:

Bachelor’s degree in Business Administration, Risk Management, other relevant field. Ten years management experience in risk management, compliance, or related field and relevant work experience designing, implementing, comprehensive programs demonstrating a strong understanding of risk management processes and practices.

Preferred Qualifications:

Relevant Experience in higher education and/or healthcare environment. Advanced degree in relevant field of study.

Knowledge, Skills, & Abilities:

Demonstrated commitment to service, ability to think strategically; manage large projects; manage technical/professional staff/teams; create/implement complex initiatives, risk assessments, monitoring plans; analyze complex information & distill findings into concrete conclusions/recommendations; & communicate to all levels of the organization. Highly skilled in
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leadership, negotiation, written & verbal communication, public speaking, presentations, interpersonal relations, & working with diverse groups.

Working Conditions:

- Work is performed in an office environment.
- Uses personal computer and other standard office equipment.
- Requires occasional evening or weekend hours.

How to Apply:

In order to be considered, applicants must submit all required application materials to Office of Employee Services at careers@utsystem.edu. The subject line of the email should read as follows: CHIEF_COMPLIANCE&RISKOFFICER_ FirstName _LastName.

Required Application Materials:

- A resume is required in order to apply.
- A letter of interest is required in order to apply.
- A list of 3 professional references is required in order to apply.

Additional Information:

The retirement plan for this position is Teacher Retirement System of Texas (TRS), subject to the position being at least 20 hours per week and at least 135 days in length. This position has the option to elect the Optional Retirement Program (ORP) instead of TRS, subject to the position being 40 hours per week and at least 135 days in length.

Security sensitive; conviction verification conducted on applicant selected.

EO/AA Statement:

The University of Texas System Administration is an Equal Opportunity/ Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status or sexual orientation. Reasonable disability accommodation may be requested by contacting the Office of Employee Services.

About The University of Texas System:

Established by the Texas Constitution in 1876, The University of Texas System is one of the nation’s largest systems of higher education, with 14 institutions that educate more than 217,000 students. Each year, UT institutions award more than one-third of all undergraduate degrees in Texas and almost two-thirds of all health professional degrees.

If you have any questions contact us at: careers@utsystem.edu.