Position Description

Director – Safety and Risk Management
University of Wisconsin- Colleges and UW Extension

Headquartered in Madison, Wisconsin, UW-Extension provides leadership and coordination for the statewide Extension programs, with and through the 26 UW institutions and 72 county Extension offices. Funding for UW-Extension is provided by state, federal and county appropriations, participant fees and private contributions. With a total budget of $232 million and over 1,800 budgeted staff, UW-Extension is the third largest institution in the University of Wisconsin System and is one of the leading university extension programs in the country.

The University of Wisconsin Colleges is the UW System’s network of 13 freshman/sophomore campuses and UW Colleges Online that offer an Associate of Arts and Science degree and prepare students of all ages and backgrounds to transfer into baccalaureate and professional programs. The UW Colleges serves more than 14,000 degree-seeking students.

About the University of Wisconsin Colleges and the University of Wisconsin-Extension

The University of Wisconsin Colleges and the University of Wisconsin-Extension are two of the fifteen institutions in the University of Wisconsin System. They are led by one Chancellor and one central administration, and their shared vision is to provide maximum access to the University of Wisconsin educational resources and research for the benefit of Wisconsin’s residents.

See the following links for information about UW Colleges and UW-Extension.

Position Summary

The Director of Safety and Risk Management is responsible for administrative policy development and implementation of endeavors to ensure provision of quality services to all areas within the institution.

The Director has primary responsibility in the following areas: risk management, occupational, health, environmental, safety, emergency planning and management, safety and loss control programs, property and liability issues.
Reporting to the Vice Chancellor for Administrative and Financial Services, the incumbent in this position works closely with staff from the four UW-Extension divisions. The Director must also develop and maintain effective working relationships with staff from the UW System Administration Office of Risk Management, UW System Legal Counsel, UW-Madison Environmental Health and Safety Department, the UW-Madison Risk Management Office, the UW-Madison Police Department and the State of Wisconsin Bureau of Risk Management as well as other relevant UW System, State of Wisconsin and Federal offices and counterpart managers at colleague institutions.

The Director is also responsible for the planning, management, coordination and administration of UW Colleges’ risk management and safety programs, including supervision of up to three limited term employees who serve as training leads and chemical hygiene officers. Three program areas of emphasis are risk management, occupational safety, and environmental health and safety. The Director will conduct research; monitor compliance; recommend policy; develop, coordinate and deliver training; and perform other risk management functions. Travel to thirteen UW Colleges campuses is anticipated, with most trips being of one or two days in duration.

**Responsibilities**

- Develop and coordinate the implementation of the UW-Extension and UW Colleges risk management programs. This includes property and liability insurance activities, assessment and control of liability exposures, vehicle authorization programs and consulting with faculty and staff on risk management concerns, policies and procedures.

- Plan, develop, implement and maintain plans and procedures to ensure emergency and disaster preparedness for both institutions. These include continuity of operations planning, occupant emergency planning, disaster recovery planning, pandemic planning and other emergency plans and procedures, including building audits, practical training exercises, fire drills, outside consultant loss control surveys, etc. Serve as the institutional Continuity of Operations Program (COOP) process manager.

- Serve as health and safety coordinator for both institutions. This includes analyzing risks and assessing safety in facilities, coordinating appropriate training programs for faculty and staff and development of required written OSHA-compliant safety programs.

- Maintain appropriate and complete records in each area of responsibility.

- Represent the interests of UW-Extension and UW Colleges in UW System and State of Wisconsin meetings, committees and work groups.

- Plan, develop, coordinate and implement occupational/environmental health and safety programs for the UW Colleges, and as needed for UW-Extension.
Evaluate the occupational health and safety needs of the UW Colleges campuses and identify solutions. Develop written programs that meet the compliance requirements of state and federal safety and health regulations. Work with UW Colleges campuses to develop injury and illness prevention programs. Develop, implement and maintain a comprehensive occupational health and safety training program. Establish an institution-wide communication mechanism to share occupational health and safety issues and recommendations. Serve as institutional safety training coordinator. Maintain training database and schedule.

- Coordinate the purchase, storage, handling and disposal of hazardous materials for the UW Colleges, and as needed for UW-Extension. Develop and administer campus hazardous waste programs for the campuses. Work with and support campus hazardous materials coordinators and laboratory technicians. Research hazardous materials regulations and compliance requirements. Assist all departments in the proper handling of hazardous materials and waste.

- Work with institutional and campus student affairs staff to develop effective student risk programs.

- Monitor accident reports and workers compensation claims. Recommend and develop programs to reduce loss incidents.

- Manage other risk programs. Develop and implement risk control measures to reduce losses and educate faculty, staff and students on liability exposure and loss prevention measures.

- Plan, develop and manage vehicle authorization programs in compliance with UW System and State of Wisconsin requirements. Work closely with UW-Madison Risk Management Office and Car Fleet to monitor monthly reports and Fleet Anywhere program.

- Participate in UW Colleges Institutional Safety Oversight Committee, and other administrative or governance committees as required. Represent the UW Colleges and UW-Extension on UW System-wide committees or meetings. Report to and advise the Vice Chancellor for Administrative Services of policy and operational issues. Manage the risk management and safety budget.

- Other duties as assigned.

**Minimum Qualifications**

- Bachelor's degree in a relevant field.
• A minimum of 5 years of progressively responsible, relevant experience.

• Experience in Risk Management and Safety

• Demonstrated ability to plan, organize, coordinate and manage all aspects of the areas of primary responsibility.

• Demonstrated ability to develop and maintain strong, cooperative, effective working relationships across a wide gamut of colleagues and customers (employee, administrative, professional, industry).

• Demonstrated effective organizational, analytical, interpersonal and communications skills with a strong commitment to customer service.

• Basic knowledge of office administration, business operations, budgeting and financial reporting.

• Knowledge of federal and state regulations for environmental and occupational safety.

• Possession and retention of a valid driver’s license is a requirement of the position. Able to meet State of Wisconsin and UW criteria for driving vehicles on behalf of the UW.

• Computer experience, especially with web-based research and Microsoft Office.

• Ability to travel statewide as necessary.

Desirable Qualifications

• Experience in a university setting.

• Knowledge of risks, safety, health, and environmental hazards that may occur within a university environment.

• Knowledge of methods and practices used to measure, evaluate, and control risks, safety, health, and environmental hazards.

Title, Salary and Benefits
The working title of this position is Director of Safety and Risk Management, University of Wisconsin-Extension and UW Colleges. This position provides a highly competitive salary (minimum $53,500/year), dependent on qualifications and experience.

Excellent benefits include participation in the Wisconsin Retirement System; life, medical and hospitalization insurance; vacation and sick leave. For more detailed information on benefits, see http://www.uwsa.edu/hr/benefits/uben.pdf

**Location**

This position is headquartered in Madison, Wisconsin. Some statewide travel will be necessary. For more information about Madison, see www.ci.madison.wi.us. For more information about Wisconsin, see www.wisconsin.gov.

**Application Procedure**

The position is open until filled. However, in order to ensure full consideration applications must be received by August 18, 2014. A complete application will include the following:

1. A letter of candidacy detailing how your qualifications and experience relate to the responsibilities and qualifications for this position.
2. Your resume.
3. The names, addresses and telephone numbers of at least five references who can attest to your professional capabilities. Please describe your relationship with each reference.
4. A written statement of whether you wish to have your application held in confidence. The University will not reveal the identities of applicants who request confidentiality in writing, except that the identities of "final candidates" must be revealed upon request. According to the Attorney General, "final candidates" under Wisconsin law means the five candidates who are considered most qualified for the position. See Wis. Stat. Sec. 19.36(7)(a).
5. An applicant survey form (used for reporting purposes only) available at http://www.uwex.edu/jobs/documents/survey.pdf

Electronic submission is strongly encouraged (PDF preferred).
Send materials to patty.kulinski@uwex.uwc.edu

Or mail to: Director of Risk Management Search and Screen Committee
432 N. Lake Street, Room 519
Madison, Wisconsin 53706

University of Wisconsin System is an Equal Employment Opportunity/Equal Access/Affirmative Action employer and complies with federal and state regulations. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin or ancestry, citizenship,
age, sex, marital status, disability, medical condition, sexual orientation, or status as a veteran.

The UW Colleges and the UW Extension value diversity and inclusion. We define Inclusive Excellence as “the intentional engagement of the broadest range of perspectives, backgrounds, needs, experience, and circumstance in order to maximize success.” We value diversity within our students, faculty, and staff and seek a colleague who shares those values.

A criminal records review will be conducted for final candidates. In compliance with the Wisconsin Fair Employment Act, the University does not discriminate on the basis of arrest or conviction record. Convictions and pending charges will be considered only if they are substantially related to the circumstances of this position.

Employment is contingent on establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986.