

POSITION: Senior Risk Analyst (Exempt)

SALARY: \$72,652.00 - \$112,550.00 Annually

OPENING DATE: 11/02/21

CLOSING DATE: Continuous

GENERAL INFORMATION:

Do you have an interest and a passion for Enterprise Risk Management? Are you able to influence and lead others with the development, design and implementation of overarching programs? If this sounds like your area of expertise, then we have an opportunity for you to check out. The Risk Analyst will interact with all the Port's business lines to develop, integrate, and execute the organization's Enterprise Risk Management (ERM) program. They will work to advance the Port's resiliency and recovery capabilities by performing business impact analyses, developing contingency plans, and providing recommendations in support of the Port's business continuity goals.

We are looking for someone that can educate, collaborate, influence and successfully work with Port staff, Port partners and stakeholders to move forward with programs on key risk mitigation issues critical to the organization.

The successful candidates will exhibit a strong sense of team-orientation, be highly collaborative, and who embraces the value and importance of service. This person will share our deep commitment to diversity and inclusion and advancing practices, strategies and policies that achieve equitable outcomes.

The Port of Portland is committed to ensuring the health and safety of our employees and community. As part of this commitment, all Port employees are required to be fully vaccinated against COVID-19 or have an approved medical or religious exception and accommodation as a condition of employment. **Candidates must provide proof of vaccination or have an approved exception and accommodation prior to beginning work at the Port.**

SUMMARY OF ESSENTIAL RESPONSIBILITIES:

- Develop, implement, and execute the Port's Enterprise Risk Management (ERM) program
- Develop and maintain the organization's overarching business continuity strategy
- Advise Business Unit Leaders in the development of strategic and operational risk controls, insights, and recommendations
- Provide ad hoc assistance in coordinating property inspections, negotiating agreements, managing claims, insurance administration, and compliance
- Contribute to and have a passion for the development and execution of the department's diversity, equity, and inclusion initiatives
- Participate in professional forums to network and keep abreast of regional/national risk management trends and to enhance the Port's risk management reputation

MINIMUM REQUIREMENTS/SKILLS AND ABILITIES:

- Bachelor's degree in, business administration, economics, finance, emergency management, or data analytics with 5 years of experience in project management, insurance, data management or business research, **OR any combination of education and experience** that demonstrates the ability to perform the essential duties. Experience in aviation or public entity risk management preferred.
- Project Management Professional (PMP), Certified Risk Management Professional (RIMS-CRMP), and/or Associate in Risk Management (ARM), or Associate in Enterprise Risk Management (ARM-E) preferred.
- Experience with risk management tools and techniques, management systems and their applications
- Proficiency with MS Excel, Microsoft Project and data visualization applications required

Skilled at:

- Project/Program Management
- Expressing ideas clearly in written and oral communications
- Researching and analyzing relevant factors, drawing logical conclusions, and making recommendations based on findings
- Working in collaboration with other departments
- Being respectful of others and valuing diverse input
- Promoting safety as a guiding principle and a regular practice in accomplishing work, focusing on safety improvements and complies with safety and health policies and procedures

Ability to:

- Demonstrate the Port's commitment to valuing differences among individuals and passion for being inclusive.
- Identify and assess risk
- Communicate risk assessment findings and recommendations
- Monitor and track implementation and results
- Develop, implement, and execute programs and projects
- Maintain a high degree of initiative, professionalism, and confidentiality
- Facilitate collaboration and drive execution
- Effectively manage and prioritize work projects

ADDITIONAL INFORMATION:

- **Safety:** The Port promotes safety as a guiding principle and practice in accomplishing work by complying with safety and health policies and procedures and consistently seeking improvements that support operational excellence.
- **Diversity and Inclusion:** At the Port, we don't just accept difference; we value and support it to create a culture of inclusiveness and fun. We are proud to be an Equal Opportunity Employer.
- **EEO/Affirmative Action Policy Statement:** The Port of Portland is dedicated to maintaining and improving a work environment, which extends equal opportunity to all individuals, regardless of their race, color, sex, age, religion, national origin, marital status, veteran status, disability or sexual orientation. Employment decisions shall be made in such a manner as to further the principle of equal employment opportunity and to comply with state, federal and local laws. We affirm through this policy statement our continuing commitment to the principles of nondiscrimination and affirmative action.
- **Veterans Preference:** Under Oregon law, qualified veterans may be eligible for veterans preference when applying for Port of Portland positions. If you are a veteran and would like to be considered for a veterans preference for this job, please provide the qualifying documents as instructed during the application process.
- **Background Checks and Drug Testing:** The Port of Portland will conduct background checks and/or drug tests for positions where such tests are required by regulation and for other safety-sensitive positions.

- ADA Accommodation: Accommodations will be considered for applicants or candidates with a qualifying disability that prevents them from participating in this process. Accommodations will be made where the Port can reasonably do so without imposing an undue hardship on the business or compromising the integrity of the recruitment process. An applicant with any disability who believes that they need an accommodation should contact Human Resources at 503.415.6000

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.portofportland.com/Careers>

Position #01377
SENIOR RISK ANALYST (EXEMPT)
WE

7200 NE Airport Way
Portland, OR 97218
503-415-6000

Senior Risk Analyst (Exempt) Supplemental Questionnaire

- * 1. How many years of experience do you have as a Risk Analyst or Risk management professional?
 - At least 5 years
 - Over 5 years
 - Other related experience
- * 2. Please explain any experience you have in managing a company wide Enterprise Risk Management program.
- * 3. Do you have experience with developing and supporting a Business Continuity strategy for an organization?
 - Yes No
- * Required Question