



Position Description

Job Title: Manager, Risk & Compliance	Reports to: Director of Administration
FLSA Status: Exempt; Full-Time	Aligned Executive:
Kipuka: Lili'uonamoku – Honolulu, Hawaii	Department: Team Services

Position Summary

The Risk and Compliance Manager is responsible for organizational risk management including: (1) planning, consulting, and coordinating risk, insurance programs and youth programs of Lili'uokalani Trust ("LT"), (2) managing insurance relationships and procuring insurance coverage for all operations (3) oversight of the overall risk management functions including claims administration and insurance renewals (4) developing and managing the compliance and safety program. Manages and participates with management in the development and implementation of goals, objectives, policies, and priorities for assigned risk and compliance related programs; oversees and coordinates safety/compliance program for all teammates, as well as beneficiaries.

Position Responsibilities

- Develops a safety and compliance program, to include a formally written plan that is updated based on LT needs and changing safety, compliance and risk requirements as the organization grows. Evaluates and measures the effectiveness of the safety, compliance and risk programs.
- Partner with teams to help define key risk areas and develop mitigation strategies, especially when working with youth.
- Develops a Risk Management dashboard for communication with CFO.
- Oversees the procurement of insurance policies to include management of third party vendors and recommendations for most cost-effective options for appropriate limits, retention, and premium rates.
- Monitors and resolves all insurance claims, including worker's compensation, general liability, and automobile liability, ensuring that LT is fostering a culture of safety while minimizing the risk of injury to staff and beneficiaries.
- Collaborates with employees to conduct safety inspections; develops, oversees and/or conducts safety training and committees; reviews and updates all work plans, OSHA related programs and policies as necessary.
- Responsible for the administration and implementation of the compliance program, including the training and education program.
- Oversees the development and maintenance of the policies and procedures surrounding the overall compliance program, with an emphasis on youth compliance.
- Contributes to LT's success through collaboration, communication, and knowledge-sharing with all teammates to improve team and organizational results.

Education

- Bachelor's degree in risk management, business administration or equivalent experience required. OSHA, Compliance or Safety certification preferred. At least six years of safety and risk management responsibilities. At least 2 years' management experience preferred. Working knowledge of risk management, compliance, safety, incident, insurance, loss control practices. Working knowledge of Microsoft Office application: Word, Excel and PowerPoint and experience.

Job Specific Competencies

- Knowledgeable of OSHA and state reports (such as OSHA 300a) and poster requirements related to safety and workers' compensation.
- Ability to read, interpret, and disseminate information contained in loss reports.
- Strong understanding of general contract terms and conditions including indemnification provisions.
- Ability to work in fast-paced environment with tight deadline to meet and is results-driven.
- Interpersonal Savvy/relationship building: able to relate to all kinds of people, build relationships and defuse situations comfortably. Able to develop credibility through courage and integrity.
- Ability to be flexible and adapt to changing needs. Exceptional judgement and discretion.
- Understanding of when issues must be elevated and ability to clearly communicate recommendations.

Organizational Competencies

- **Alignment with Queen's legacy:** Understanding and appreciation of Queen Lili'uokalani's story, her legacy and the Hawaiian Culture is foundational to staff's commitment to working with our Hawaiian children, families and communities. Demonstrates respect for and appreciation of Hawaiian values history, and culture, understanding its implication in one's work, in fostering meaningful relationships, and in embracing the community served.
- **Ho`omau i ka `imi Na`auao (Continuous Learning and Improvement):** Committed to creating and reinforcing an environment of continuous learning and improvement.
- **Ho`ike i na Mana`o Pono (Effective Communication):** Communicates with those we serve and each other in a consistent manner that results in mutual understanding, harmony, and action.
- **No'ono'o loi (Critical Thinking and Problem Solving):** Actively and skillfully understands, conceptualizes, applies, analyzes, synthesizes, and/or evaluates information and develops and supports fact-based analyses and recommendations
- **Ho'o kumu a'e or `Imi hakahia (Innovation):** Identifies and integrates creative ideas into new or existing services and promotes effective problem-solving.
- **Pilina Ho`ohana a me ka Hana Hilina`i (Building Relationships and Creating Trust):** Manages relationships to create optimal opportunities and move the organization forward.
- **Alu Like I ka Hana (Teamwork):** Works cooperatively and collaboratively with others throughout the organization in alignment with the organization's objectives.
- **Ho`onui I ka `Ike (Capacity Building):** Encourages personal growth by exhibiting trust and a belief in the capacity of others.

Terms and Conditions of Employment

- As a condition of employment, employee will be subject to LT's policies and procedures.