



Job Description

No. of Issue		Date of Issue	
Job Title	Risk Manager	Job Classification	
Reporting Relationship	Head of Risk Management	Job Group:	
Department/ Section	Corporate Planning and Development Administration	Grade/Step	G: / S:

Job Summary

1. Administration of the risk management program within the hospital, centre or department (facility)
2. Safeguarding the facility, its service users, reputation, assets and the interests of the stakeholders.
3. Managing all threats that may prevent the facility from achieving its business objectives and therefore impacting on the organizational objectives.

Principal Duties

1. Assisting with the development and implimentation of the organizations risk management program in a manner that fulfills the mission and strategic goals of the organization while complying with accreditation standards related to safety and risk management
2. Ensuring that risk registers, a risk review process and an escalation process are in place.
3. Providing assurance that the facility risk assessments have been carried out in accordance with documented procedure and that a thorough assessment of risk has been undertaken
4. Ensuring that identified risks have the funding required to mitigate them
5. Owning individual risks (including those delegated by the senior manager) relevent to them and taking the appropriate action
6. Escalating or delegating risks to higher or lower levels in the organization as required
7. Ensuring participation in the delivery of risk management throughout the facility
8. Explicitly identifying risk management duties within the terms of engagement of other managers involved in achieving specific objectives
9. Preparing risk mangement reports of the facility that include agreeing the timing and content of risk progress reports with head of risk management and risk facilitators
10. Assisting in the development of management of risk guidance and training for all KFMC staff
11. Assisting in identifying lessons learned and disseminating learning within the facility and organization
12. Assisting in the preparation of stakeholder analysis
13. Agreeing with risk facilitators on the timing, number and content of risk management interventions

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Signature



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14. Investigating and analysing root causes, patterns or trends that could result in sentinal events across the facility and reporting back to head of risk management
15. Actively participates in or facilitates committees relating to risk management
16. Performing other work duties as assigned

Job Requirements

Educational Requirement	At a minimum a bachelor degree in business administration, public health policy or a related clinical or allied health field
Experience	Must have at least one (1) year experience within the field of risk and senior management
Training	Need to demonstrate evidence of risk management training

Other Requirement

Knowledge

- Knowledge and demonstrated experience in risk management
- Knowledge of KFMC policies and procedures

Skills

Languages	<ul style="list-style-type: none">• Can understand a high level of detail in all listening situations. Can infer implicit meanings and cope with academic and abstract content in all speaking styles.• Can participate comfortably and is appropriate in dialogue and extended speech. Attitudes are expressed precisely in natural and accurate English.• Can understand a high level of detail in texts. Can extract detail and is sensitive to variations in written style and texts.• Can write a wide range of texts including academic and technical. Well structured, appropriate in style using precise and accurate language.
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Computer Skills	<ul style="list-style-type: none">• Has demonstrated ability with Microsoft word, access and powerpoint
Other Skills	<ul style="list-style-type: none">• Demonstrates good analytical & reflection skills.• Has good prioritisation & forward planning skills.• Demonstrates good leadership skills as well as the ability to be a good team member• Is confident, approachable & commands respect & is able to work effectively with a wide range of staff & users of the service• Is a good communicator both orally & in writing & able to take into account issues of great sensitivity

	Prepared	Reviewed	Approved
Name	Mrs. Gladys Brooks		Mr. Jumah Al-Anazi
Position Title	Head of Risk Management	Organizational Management Department	Director of Corporate Planning & Development Administration
Date			
Signature			
Name			Dr Abdullah AlAmro
Position Title		HRD Chairperson	CEO
Date			
Signature			

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