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# Example of Risk Project Manager Job Description

Our innovative and growing company is looking for a risk project manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for risk project manager

* Educated to degree-level or equivalent, preferably in a technical subject, for example engineering, science or mathematics
* Experienced in chairing and facilitating governance forums such as Working Groups and Steering Committees
* An excellent people manager with prior line management experience (desirable)
* Plan, prepare, deliver and maintain Risk Management Plans (RMPs) and addenda in compliance with Health Canada requirements and in alignment with the company’s business objectives
* Liaise with Regulatory Affairs to assess requirements for RMPs in relation to regulatory submission activities
* Collaborate with the MPRM Manager and local and global cross-functional teams on the development of risk mitigation strategies
* Coordinate and track the implementation of risk management programs with all contributing departments to ensure adherence to deliverables and timelines proposed in regulatory submissions
* Contribute to the assessment of the effectiveness of implemented risk mitigation initiatives
* Review safety documentation, including Periodic Safety Update Reports (PSURs) and Company Core Data Sheet (CCDS) updates to assess impact of any changes to these documents on the risk management strategies for planned RMPs
* Prepare responses to Health Canada questions related to RMPs and related safety issues, including Issue-related Summary Reports (IRSRs)

## Qualifications for risk project manager

* Experience in designing and implementing strategic risk change projects
* Minimum of 3-5 years experience in one of the following disciplines
* Experience as both a Business Analyst and Project Manager, or as a Hybrid BA/PM within Large-Scale Change delivery
* Experience in projects with a heavy data element
* Strong understanding of Finance or Risk Ledger technology and Proecesses
* Strong stakeholder management experience (Front Office stakeholders preferable)