



# Example of Analyst, Risk Management Job Description

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Our growing company is hiring for an analyst, risk management. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for analyst, risk management

- Facilitate operational risk assessments
- Track and report issues and action plans resulting from RCSAs, Internal Audits, Risk Events, until effective closure
- Responsible for maintaining a safe workplace and ensuring that safety is the highest priority
- Develops and implements a Risk and Opportunity Management Plan that defines how risks and opportunities are managed, in accordance with priorities and processes defined by the National Science Foundation
- Design and maintains a Risk and Opportunity Register for tracking risk/opportunity handling plans to completion
- Coordinates the efforts of program stakeholders to identify, quantify, handle, and monitor/report risks and opportunities
- Identifies potential loss areas and their impacts on cost, schedule, or technical performance
- Maintains timely and accurate communication with all stakeholders
- Prioritizes and informs decisions on types and levels of contingency, potential de-scoping activities, and alternate strategies to mitigate the cost or schedule impact of possible threats, or increase the impacts of potential benefits
- Continually determines the program's risk exposure and recommended contingency levels using distributions from probability simulations

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- Help plan and provide feedback on requirements as they are developed
  - Entry level to 1 year experience related to Operational Risk , Internal Audit, Enterprise Risk Management, Compliance, SOX
  - Minimum three (3) years' experience in risk management
  - Prior knowledge of control environment control frameworks
  - Experience of interpreting results from fraud tools used to combat online card fraud (eg
  - Familiarity with retail and institutional brokerage