Follow the link to apply:
https://ltmwebprod01.dpsk12.org/ltmprod/xmlhttp/shorturl.do?key=7WK

OPERATIONS
Traditional 235 work days
FTE: 1.0
Salary Range: $95,462 - $119,327

Essential Functions and Objectives:

Broad responsibility for leading a team of managers to execute against the overall business plan, based on guidance from leadership. Directs, plans and oversees team initiatives, to ensure implementation and administration of programs align with district goals.

The Director of Enterprise Risk Management & Process Improvement is a key position in the Denver Public School District. This position is responsible for supporting and managing District Enterprise Risk to acceptable levels (as determined by the District), partnering with senior leadership to evaluate and mitigate risk as part of the strategic direction of the District, creating a safe work and education environment for staff, students, visitors, and volunteers. This position will also work with district leaders to reduce administrative/operational costs, streamline operations and provide better services through Process Improvement work. This position directs the operations and staff of the Enterprise Risk Management organizations; including (but not limited to) establishing/managing an enterprise risk framework; incident response; evaluating and reducing insurance exposures; identifying and mitigating District loss; defining proper loss funding techniques for the District; partner with internal and external stakeholders
to lead the identification, selection, control and execution of process improvement efforts/projects.

- Deeply focuses on ensuring alignment to district initiatives by organizing and prioritizing initiatives, formulating a successful agenda, and delivering instructions to managers.

- Directs operational units by acting as a business advisor to managers, including: make final decisions, examine and evaluate current process, identify and solve barriers. Develop methods, techniques, and evaluation criteria for projects and programs. Ensures budget and schedules meet all business requirements.

- Develops policies and programs, authorizes and influences implementation of these programs, uses innovative concepts, and promotes new ideas. Influence projects by participating in initial planning, assigning teams, directing work, evaluating progress, making decisions and advising on issues.

- Coordinate and build collaborative relationships with cross functional departments internally and positively represents DPS in the broader community which includes school boards, parents, students, teachers and community members.

- Ensure compliance with state and federal laws, Board of Education policies and regulations, maintain and direct activities related to the District's safety and security efforts.

- Coach, direct and set team managers up for success by delegating work, solving complex issues, empowering improvement, and monitoring performance. Hire, train, evaluate, assign and direct work for senior managers within certain departments.

- Collaborate with District leadership and stakeholder departments to develop and maintain strategy and processes that meet the customers’ needs and District’s risk appetite.
- Manage the development, implementation and maintenance of Enterprise Risk Management and Process Improvement initiatives and operations across the District. Activities include: Identifying opportunities for process improvement and providing positive impact to the District’s financial position. Setting direction and environment for risk management and process improvement. Implementing policy and procedures. Maintaining operating practices to improve partnerships.

- Provide subject matter expertise and internal consultation for process improvement, safety and loss control programs.

- Monitor and manage the effectiveness of the Risk Management and Process Improvement organizations, including, but not limited to, compliance with District policy, metrics, solicitation of feedback and implementation of corrective actions to drive the Department to ‘best in class’ practices. Includes evaluating the district’s loss history, researching risk reduction strategies, recommending and implementing risk management strategies, supporting a District culture of Process Improvement and driving process improvements across the District.

- Prepare, recommend and manage an annual budget for the Risk and Process Improvement organizations operating needs and District Insurance Reserve Fund.

- Oversee the claims management process, considering strategy, negotiation and settlement.

- Investigate serious occupational (e.g. Worker’s Compensation) and student injuries; identify causes to determine how similar accidents can be prevented. Make recommendations and institute programs to help protect workers from potentially hazardous work methods, processes, and materials and return injured employees to work quickly.

- Oversee the inspection and evaluation of workplace environments, equipment, practices, in order to determine compliance with safety standards and government
regulations. Develop corrective action plans to address safety issues and noncompliance when needed.

- Establish guidelines and ensure compliance of all OSHA, state and federal Safety regulations for all staff as well as vendor, contractor and governmental agency workers.
- Ensure compliance with all safety, health-risk reporting requirements for city, state and federal agencies are timely and accurate.
- Oversee District ADA request process in coordination with HR and other departments.
- Serves as a technical advisor to various internal departmental safety committees and safety related meetings.
- Collaborate with the Process Improvement Program/Team for the District. This role is accountable to develop and implement a process improvement culture across departments within the district, including focus on execution, efficiency and customer service, employee empowerment, increased accountability and data driven decision making.
- Collaborate with the Process Improvement team in engaging internal and external stakeholders in planning, selection, control and execution of process improvement efforts or projects or tasks projects including identification, selection and prioritization. These stakeholders include multiple internal and external teams, led by Chiefs, Executive Directors, Directors, Managers, Supervisors, project managers, project leaders and others.
- Collaborate with the Process Improvement team in driving a culture of process improvement and mentoring DPS personnel to develop and manage processes and systems.
- Represent the District in various Risk Management organizations and outside partnerships (e.g. Office of Emergency Management, Denver Police and Fire Departments, national organizations).
- Manages staff of professional, technical and clerical personnel, which may include some union represented personnel.
- Other duties as assigned.

Knowledge, Experience & Other Qualifications:

- Seven (7) years experience as a leader with progressive responsibility in Risk Management, enterprise-wide Safety and Security programs and Workplace Investigations.
- Previous safety and risk management program implementation experience.
- Experience developing & implementing process improvement, including Lean, Industrial Engineering, Lean Six Sigma or other CI methods.
- Demonstrable project management experience including planning and control of cross functional projects or teams.
- Strategic thinker, accurate and thorough, ethical, self-motivated.
- Ability to identify issues and potential solutions.
- Excellent customer service and communication skills (written and verbal).
- Ability to work and develop partnerships with leadership, the community and vendors.
- Superior customer service and customer support.
- Five (5) years of personnel management experience.
- Knowledge of applicable laws and regulations.
- Experience in analyzing data, and using this data to for process and program improvements and to inform strategy.
- Outstanding facilitation and communication skills, including ability to inspire others.
- Strong interpersonal and leadership skills, including the ability to lead a high-performing team.
- Superior leadership, coaching and mentoring skills.
- Strong interpersonal skills and ability to work with individuals at all different levels in the organization.

- Self-starter/leader who can anticipate department needs in a proactive (versus, reactive) manner.

- Strategic planning and organizational development knowledge and skills.

- Ability to develop, plan, and implement short- and long-range goals, establish priorities, and organize resources.

- Ability to motivate and influence others.

- Advance knowledge of safety protocols, OSHA guidelines, Emergency Planning and Evacuation, preferred.

- Advance knowledge of process improvement, including Lean, Industrial Engineering, Lean Six Sigma or other CI/PI methods, preferred.

- Ability to work under pressure well in handling emergency and safety sensitive issues, preferred.

- Ability to perform cost analysis related to Risk Management, Worker’s Compensation and Loss Prevention, preferred.

- Knowledge of budget preparation and financial risk assessment, preferred.

- Demonstrated knowledge of effective safety training program development, preferred.

- Sound leadership and motivational skills, preferred.

- Some travel required (mostly local) --Valid Colorado Driver’s License, appropriate insurance coverage and acceptable driving record for the past three years, preferred.

- Knowledge and use of basic safety equipment use (e.g. fire extinguishers), preferred.

**Education Requirements:**

- Bachelor’s Degree in Business Administration required.

- Master’s Degree is preferred.
Other information:

The COO Office has a dynamic team of highly experienced people working to maintain the integrity of Denver Public Schools and the accountability of what we do as a team. We strive to meet all of the needs of our schools, Administrative buildings and constituents. The operations team encompasses Facilities, Enterprise Management, Transportation, Technology, School of Choice, Planning and Assessment, Safety and Security, Program Management, Operations Outreach and Engagement, Finance and Operations Support Services. We are the building blocks of the operations side of Denver Public Schools. We stand on our core values Integrity, Accountability, Equity, Collaboration, Fun and of course Students First. There are a lot of opportunities for anyone looking to work in an innovative, caring, and fast paced, growing entity. Come and check out Team DPS.

Additional Information:

- Compensation Structures: [http://thecommons.dpsk12.org/Page/244](http://thecommons.dpsk12.org/Page/244)
- Employee must live and work with a permanent home address in Colorado while working for Denver Public Schools.

About Denver Public Schools:

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver
with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.

*Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.*