

# Vacancy Announcement



<b>Job Title:</b>	Risk Management Advisor
<b>Reports to (title):</b>	Director of Risk Management and Member Training
<b>Department/Division:</b>	Property and Casualty / Risk Management
<b>FLSA:</b>	Exempt

## **JOB SUMMARY:**

Plans, organizes, and implements cost-effective loss prevention programs to achieve the highest level of risk management services to PRM Pool Members; develops tracking and monitoring programs to identify loss reduction opportunities and isolate potential problem areas within the pool membership; accountable for the quality, quantity, and capabilities of the Pool's Risk Management services under the direction of the Assistant Executive Director.

## **ESSENTIAL JOB RESPONSIBILITIES:**

- Research, develop, and implement risk management programs that result in value added services to Pool Members
- Provide guidance and technical support to Pool Members and other PRM Associates
- Present employee training programs and presentations in the areas of workplace safety, protection of property, and general liability both onsite and in a virtual platform
- Conduct on-site risk evaluations to determine potential losses in the area of employment practices and workplace safety.
- Present comprehensive loss analysis report annually to each member, generated by our TPA Claims Management Provider
- Develop reporting mechanisms to identify pool members and target areas of special emphasis where losses are occurring.

- Gather and disseminate safety-related policies and documents among pool members.
- Attend safety committee meetings, when requested, and assist in developing effective strategies to mitigate the frequency and severity of the members' losses.
- Ensure current and relevant risk management information is disseminated to the pool membership in a timely manner through the organization's website, e-mail, telephone, and oral presentations.
- Develop new risk management programs in response to industry and pool trends.
- Work closely with labor attorneys representing pool members to ensure compliance with all local, State and Federal laws in the areas of compliance and risk management practices.
- Attend annual seminars and conferences related to risk management Practices
- Ensure CRM (SIMON) Is updated for effective member activity tracking
- Maintain membership in PRIMA or other similar association.
- Report to work on emergency call back, when notified
- All other duties as assigned.

*These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.*

#### **KNOWLEDGE, SKILLS and ABILITIES:**

- Knowledge of applicable State and Federal Laws pertaining to workplace safety and liability
- Ability to accommodate overnight and multiple day travel.
- Ability to work with all levels of management within municipal governments at locations throughout The State of Florida
- Ability to effectively influence members to implement loss prevention programs.

- Demonstrate results in safety/risk Management programs to impact losses, injuries, and illnesses.
- Ability to conduct frequent training sessions and presentations both onsite and in a virtual platform.
- Advanced knowledge in the areas of workplace safety including accident prevention and investigation, ergonomics, hazard communications, OSHA compliance, vehicle safety, property conservations, general liability, and similar exposures related to public sector entities.
- Proficient in the use of Microsoft Office products including Word, Excel and PowerPoint, to create reports, spreadsheets, and presentations
- Become proficient in the use of virtual platforms (Teams, Go To)
- Become proficient in the use of PRM software, AI, and TPA designated software.
- Complete all required assigned training as directed

#### **MINIMUM REQUIRED QUALIFICATIONS:**

- Possess upon hire and maintain a valid State of Florida Driver's License
- Minimum of 10 years direct professional experience in risk management
- Strong interpersonal and communication skills to successfully implement risk management and safety ideas, concepts, and programs
- Demonstrated leadership experience
- Experience in insurance, government, or consultation industries

#### **PREFERRED QUALIFICATIONS:**

- Bachelor's Degree or higher from an accredited college/university in Risk Management
- Prefer familiarity with the PRM organization and providers
- Prefer prior knowledge of governmental insurance pooling
- Designation as Associate in Risk Management (ARM) or obtain within 18 months of hire.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

- Must occasionally lift and/or move up to 15 pounds
- Sufficient clarity of speech and hearing or other capabilities, which permits the employee to communicate effectively
- Vision abilities required include close and distance, color, peripheral, depth perception and ability to adjust focus
- Sufficient manual dexterity, which permits the employee to operate a personal computer, related office equipment, and other related field equipment
- May be required to walk, use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms
- Sufficient personal mobility and physical reflexes, which permits the employee to operate in a general office environment
- May be required to perform safety and other hazard inspections which involve climbing and/or use of ladders, long periods of walking on even or uneven surfaces

*Physical requirements of job performed with or without reasonable accommodation.*

**Closing: May 30, 2025 at 4:30 p.m.**

**Salary: \$93,475.11**

Please submit your résumé and direct any questions about the position or application process to Mary Ann Whitney at [mwhitney@prm-fl.com](mailto:mwhitney@prm-fl.com).