

JOB DESCRIPTION TEMPLATE

Enterprise Risk Analyst

The analyst supporting the enterprise risk program with risk assessments, register maintenance, Key Risk Indicators, analysis, and reporting.

Department	Enterprise Risk Management
Reports to	Risk Manager / VP of Enterprise Risk Management / Chief Risk Officer
Location	Remote / Hybrid / On-site
Employment type	Full-time
Experience	2 to 5 years

POSITION OVERVIEW

The Enterprise Risk Analyst supports the organization's enterprise risk management program with analysis, data, and reporting. This role helps identify, assess, and monitor risks across the organization.

The analyst works with risk leaders and business units to run risk assessments, maintain the risk register, track Key Risk Indicators, and prepare reporting for leadership and risk committees.

As a key contributor to the ERM function, the Enterprise Risk Analyst helps keep the organization's view of risk accurate, timely, and useful for decision making, in line with COSO ERM and ISO 31000.

KEY RESPONSIBILITIES

RISK ASSESSMENTS

Support enterprise risk assessments across the organization, including:

- Gathering inputs from business units and functions
- Documenting risks, causes, and impacts
- Rating likelihood and impact with owners
- Capturing mitigation plans and actions

RISK REGISTER

- Maintain and update the enterprise risk register.
- Ensure risk data is accurate and current.
- Track risk owners, ratings, and actions.
- Support periodic risk reviews and refreshes.

KEY RISK INDICATORS

Help define, collect, and monitor Key Risk Indicators (KRIs), flagging threshold breaches and emerging trends to risk leadership.

ANALYSIS AND RESEARCH

- Analyze risk data and identify trends.
- Research emerging risks and regulatory developments.
- Support scenario and impact analysis.
- Prepare summaries and briefing materials.

REPORTING

Prepare enterprise risk reporting, dashboards, and heat maps for leadership and risk committees, ensuring clarity and accuracy.

PROGRAM SUPPORT

Support the ERM program through documentation, coordination, and administration of the GRC platform and risk workflows.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Risk Management, Finance, Business, Economics, Data Analytics, or a related discipline.
- 2 to 5 years of experience in risk, audit, compliance, analytics, or a related field.
- Strong analytical, documentation, and communication skills.
- Working knowledge of risk concepts and frameworks.

- Proficiency with spreadsheets and reporting tools.
- Experience with GRC platforms a plus.

PREFERRED CERTIFICATIONS

One or more of: CRISC or FRM, or progress toward these certifications.

TECHNICAL KNOWLEDGE

Enterprise risk concepts, risk assessment support, risk register maintenance, Key Risk Indicators, risk data analysis, reporting and dashboards, research, and GRC platforms, aligned to COSO ERM and ISO 31000.

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