



SCAN FOR THE TEMPLATE

GRC Manager

The GRC Manager runs the day-to-day governance, risk, and compliance program, keep assessments, and reporting on track, including coverage of AI systems. This template reflects how the role is scoped at regulated enterprises hiring today. Replace the highlighted fields with your specifics, trim what does not apply, and post.

Role summary

[Company] is hiring a GRC Manager to operate and mature the governance, risk, and compliance program, including coverage of AI systems. Reporting to the [Head of GRC / Chief Risk Officer], you will manage the control framework, coordinate assessments, and drive reporting.

Key responsibilities

- **Control framework.** Maintain the GRC control framework and its mapping to [SOC 2 / ISO 27001 / NIST AI RMF].
- **Assessments.** Coordinate risk and compliance assessments, including AI use-case reviews.
- **Remediation.** Track findings, drive remediation, and report status to owners.
- **Policy management.** Maintain the policy library and its review cycles.
- **Vendor risk.** Run third-party and vendor risk reviews.
- **Reporting.** Produce GRC dashboards and reporting for leadership and committees.
- **Tooling.** Administer GRC tooling such as [ServiceNow IRM / Archer / OneTrust / your stack].

Required qualifications

- [4 to 7] years in GRC, compliance, audit, or risk.
- Working knowledge of at least one control framework and one GRC platform.
- Experience coordinating assessments and managing remediation to close.
- Strong organization and stakeholder skills.

Preferred qualifications

- CRISC, CISA, or an equivalent risk or audit certification.
- Exposure to AI governance or model risk.
- Experience in a regulated industry such as [financial services / healthcare / insurance / public sector].

About the team

[Describe the GRC function, its maturity, the tooling in place, and what the first year looks like.]

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