GRC CAREERS, JOB DESCRIPTION TEMPLATE

AI Risk Officer

The AI Risk Officer identifies, assesses, and monitors the risks that arise from an organization's AI systems, from model performance to real-world impact. 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 an AI Risk Officer to lead the second-line view of AI risk. Reporting to the [Chief Risk Officer / Head of AI Governance], you will build the AI risk taxonomy, run assessments across the model lifecycle, and report AI risk posture to leadership.

Key responsibilities

- **Risk framework.** Build and maintain the AI risk taxonomy, risk appetite, and assessment methodology.
- **Assessments.** Lead AI risk assessments across the model lifecycle, from design through post-deployment monitoring.
- **Mitigation.** Recommend and track controls and mitigations for identified AI risks.
- **Monitoring.** Define metrics and monitoring for model performance, drift, bias, and misuse.
- **Reporting.** Report AI risk to the [Risk Committee / Board], including emerging and enterprise-wide risk.
- **Incident response.** Support AI incident response and post-incident review.
- **Standards alignment.** Align the program to [NIST AI RMF / ISO/IEC 42001 / internal risk framework].

Required qualifications

- [6 to 10] years in risk management, model risk, technology risk, or a related second-line function.
- Understanding of the machine learning lifecycle and common failure modes such as bias, drift, and robustness.
- Experience designing risk assessments and controls for complex systems.
- Ability to communicate technical risk to executive and board audiences.

Preferred qualifications

- CRISC, FRM, or equivalent; a background in model risk management is a plus.

- Experience in a regulated industry such as [financial services / healthcare / insurance / public sector].
- Familiarity with EU AI Act risk classification.

About the team

[Describe the risk function, its maturity, and how AI risk sits alongside existing risk programs and committees.]