

Job Vacancy

Position:	Risk Manager	Wage Range:	\$78,444 – \$93,395
Job Posting:	060-070-2021	Job Class:	5 (under review)
Department:	Legal	Shifts:	35 hours/week
Division:	Legal	Posted:	September 29, 2021
Status:	Full Time	Closes:	October 20, 2021, 4:30pm

Purpose:

- Ensure appropriate insurance coverage for all CGS assets, administer and manage insurance claims, limit liability through effective risk management, and develop and implement policies and procedures.
- Proactive and reactive in risk identification, risk financing, dealing with claims, assets and insurance policy management.

Primary Duties and Accountabilities include, but are not limited to:

- Develop an Insurance and Risk Management Program that identifies and evaluates the need for coverages, terms and conditions, limits and retentions; negotiates and places all insurance coverages; provides cost benefit analysis; determines proper self-insurance retention levels and amounts of excess insurance to be purchased and negotiates with brokers and underwriters to secure maximum coverage at minimum cost.
- Develop and implement department-specific policies on Risk Management in consultation with key personnel at the Department.
 - Analyze and report claim trending to reduce risk.
- Administer, investigate, co-ordinate, report on and manage all departmental liability insurance claims with insurance adjustors, insurance companies, claimants, councilors and staff.
- Oversee processing of all claims, Notices, and Statements of Claim maintaining confidentiality.
- Investigate insurance and claims matters; ensuring accurate and timely completion of tasks.
- Maintain confidential insurance files.
- Provide rationale and recommendations to senior managers regarding municipal risks and the prevention and mitigation of costs of future losses.
- Attend at site of alleged incident to gather data required for the investigation and secure digital photographs to include in reports.
- Oversee claims adjusting process and participate in claim negotiations with adjusters/insurers, as required. Compile data from Worktech, GPS, GIS and other data bases to report claims.
- Oversee the management of inventory and reporting systems of insurance certificates, assets and special coverages.
- Manage and maintain records in Clear Risk for the Legal Department.
- Provide circulation as required for events and film using City property.
- Manage tax sales properties.
- Develop, co-ordinate and present various Risk Management and Loss Control seminars/training programs; promote progressive risk management objectives, principles and techniques.
- Manage and maintain the Contractor Safety Program with support from Purchasing and Health and Safety. Ensure all required certificates of insurance for contractors are gathered and in compliance.
- Provide all relevant information for annual budget preparation.
- Keep current in developments and trends in the municipal insurance market.
- Maintain a thorough working knowledge of the City's Health and Safety policies and procedures.
- Perform other related duties as required.

Qualifications:

- College Diploma or University Degree in a related field, e.g. Business Administration, Commerce, Insurance Management, etc.
- Risk Management Certification; e.g. CERA, CRM, FRM, PRM, is an asset
- Five (5) years of experience in risk management and/or commercial insurance.
- Computer literacy in Microsoft including experience in Excel, Word, Outlook, etc.
- Knowledge of risk assessment and control
- Familiarity with industry compliance standards and regulations (e.g. Municipal Act, Insurance Act, Occupiers Liability Act)
- Analytical mind with problem-solving aptitude
- Meet and interact with internal and external personnel, in a pleasant and professional manner.
- Confidentiality and ability to communicate in an effective and tactful manner
- Valid Class 'G' Driver License, is preferred.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line 060-070-2021 Risk Manager

The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.