

EMPLOYMENT OPPORTUNITY NOTICE EO13-249

THE CITY OF GREATER SUDBURY

P.O. BOX 5000 STN 'A'
200 BRADY STREET
SUDBURY ON P3A 5P3

requires a

CP 500 SUCC A
200 RUE BRADY
SUDBURY ON P3A 5P3

CO-ORDINATOR OF RISK MANAGEMENT REPORTING LOCATION: TOM DAVIES SQUARE

705.671.2489
705.673.3094

**PERMANENT POSITION
70 HOURS BI-WEEKLY**

www.greatersudbury.ca
www.grandsudbury.ca

START DATE TO FOLLOW SELECTION PROCESS

The Financial Planning and Budgeting Section, Finance Division of the City of Greater Sudbury, requires a Co-Ordinator of Risk Management. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$2,857.40 to \$3,363.50 bi-weekly (subject to review).

QUALIFICATIONS:

EDUCATION AND TRAINING:

University degree in a related discipline (e.g. Economics, Business Administration, Commerce, etc.).

Must possess one or more of the following designations: Certified Risk Manager, Chartered Insurance Professional, Canadian Accredited Insurance Broker.

EXPERIENCE:

Minimum five (5) years of related progressive experience in risk management and commercial insurance.

KNOWLEDGE OF:

The principles, standards, and practices of risk management, relevant acts, liability insurance and related law including torts and contracts.

The insurance industry and claims management practices.

ABILITIES TO:

Demonstrate and proven ability related to microcomputer software applications and administrative systems (e.g. word processing, computerized spreadsheet applications, information input and retrieval, etc.).

Demonstrate ability to communicate effectively both orally and in writing.

Respond to multiple and often conflicting clients while maintaining the integrity of CGS's insurance program and maintaining effective working relationships.

Hire, train, organize and motivate staff.

PERSONAL SUITABILITY:

Mental and physical fitness to perform essential job functions.

LANGUAGE:

Excellent use of English; verbally and in writing

OTHER:

May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

**EMPLOYMENT OPPORTUNITY EO13-249
CO-ORDINATOR OF RISK MANAGEMENT
(PERMANENT POSITION)**

MAIN FUNCTION: 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. The Risk Management function includes risk identification, risk financing, claims, and insurance policy management.

DUTIES: UNDER THE GENERAL SUPERVISION OF THE MANAGER OF FINANCIAL PLANNING AND BUDGETING:

1. 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.
2. Develop and implement department-specific policies on Risk Management.
3. Administer, co-ordinate, report on and manage all departmental liability insurance claims with insurance adjustors, insurance companies, insurance solicitors, claimants, councillors and staff.
4. Oversee processing of all claims, Notices, and Statements of Claim maintaining confidentiality.
5. Direct the work flow relative to insurance and claims matters; ensure accurate and timely completion of tasks.
6. Maintain confidential insurance files.
7. Develop Section goals, objectives, annual work plans and long range plans consistent with departmental and corporate strategic plans recognizing community needs and availability of resources.
8. Administer and monitor the operating budgets for the Section in accordance with established policies and procedures, ensuring that operations are within budgeted levels, and report quarterly. Recommend future budget appropriations.
9. Liaise with all departments to determine required insurance coverage; advise insurance brokers/providers of additions, deletions, or other changes in a timely manner.
10. Provide rationale and recommendations to senior managers regarding municipal risks and the prevention and mitigation of costs of future losses.
11. Analyze outstanding claims and potential exposures to ensure adequate insurance reserves and reserve funds exist.
12. Reconcile accounts and complete adjusting entries, as required.
13. Develop and administer a risk management system to monitor incidents and claims information. Make recommendations to ensure application of best practices of risk management.
14. Oversee claims adjusting process and participate in claim negotiations with adjusters/insurers, as required.
15. Evaluate and update financial reserves for outstanding claims.
16. Liaise with law firms to prepare for court actions and to facilitate claim settlements, as required.
17. Liaise with contractors and make recommendations at pre-construction meetings regarding potential risks; review draft agreements and make recommendations on adequacy of insurance requirements.
18. Oversee the management of an inventory and reporting system of insurance certificates, assets, and special coverages.
19. Prepare and review financial, statistical and economic studies, reports, and financial policies, as required.
20. Develop, co-ordinate, and present various Risk Management and Loss Control seminars/training programs; promote progressive risk management objectives, principles, and techniques.
21. Attend at site of alleged incident to gather data required for the investigation and secure digital photographs to include in reports.
22. Transfer, finance and assume Risk in the most cost effective manner for CGS.
23. Hire, promote and recommend to the Manager of Financial Planning and Budgeting, the discharge of Section personnel; perform job performance appraisals, salary reviews and dispense discipline as required.
24. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
25. Perform other related duties as required.

Qualified candidates should submit their résumé in confidence by **FRIDAY, MAY 24TH, 2013 at 4:30 p.m. to: Citizen Service Centre, c/o The City of Greater Sudbury, P. O. Box 5000, Station "A", Sudbury, Ontario, P3A 5P3, Facsimile number: (705) 673-7219 or by e-mail to: hrjobs@greatersudbury.ca**. Any application received after this deadline will not be considered. Please reference the Employment Opportunity number **(EO13-249)** on your resume. The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants.

Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Hiring Manager.