



DISTRICT OF SAANICH  
LEGISLATIVE AND PROTECTIVE SERVICES

## **CLAIMS ANALYST Permanent Full Time Position**

The District of Saanich is the largest municipality in beautiful Greater Victoria, blending both the urban and rural environment and home to approximately 124,000 citizens. Employing more than 1,600 members, our greatest asset is a high performing workforce. We provide a collaborative, dynamic and progressive work environment that consistently attracts top-quality people, enables them to perform at their best and grow their skills. Our competitive wages, excellent benefits package, generous pension plan, flexible work program, inclusive work environment and progressive initiatives make the District of Saanich a highly desirable place to invest your talent.

We have an exciting opportunity available for a Claims Analyst. This position is responsible for investigating, determining liability, negotiating and settling general liability claims within authorized limits. Duties include using investigative skills and attention to detail to obtain and analyze all relevant facts pertaining to claims and develops in-depth case files capable of supporting litigation. Deals directly with angry or emotionally charged claimants and deals with highly sensitive information where confidentiality is imperative.

This role involves managing claims against the Municipality by investigating and determining liability for bodily injury, property damage, and economic loss. It requires negotiating settlements, preparing comprehensive reports, securing evidence, and coordinating with technical experts and legal counsel. The position includes attending court proceedings, pursuing recovery for municipal damages, and conducting risk assessments to enhance public safety. The role also entails advising on liability matters, developing loss control measures, and preparing statistical claims reports, ensuring effective resolution and prevention of claims and risk management.

Qualified candidates have Grade 12 or equivalent; Chartered Insurance Professional (CIP) designation and a Canadian Risk Management (CRM) designation; Four years of experience in handling liability claims and loss prevention, predominantly in the areas of investigation, adjusting, negotiation and settlement of bodily injury and property losses; Valid Class 5 BC Driver's Licence and an equivalent combination of education and experience may be considered.

As a component of the selection process, testing will be conducted. **We thank all applicants for applying. Only those under consideration will be contacted.**

**This is a C.U.P.E. Local 2011 position with a wage of \$44.46 per hour and an excellent benefits package.** Role profile and competition information can be found at [www.saanich.ca](http://www.saanich.ca). **Please apply by 11:45 p.m. on May 21, 2025, quoting Competition No. 25114.**

**The District of Saanich is recognized as one of BC's Top Employers for**

**2025.** As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence [accessibilityHR@saanich.ca](mailto:accessibilityHR@saanich.ca).