



JOB DESCRIPTION

JOB TITLE	Risk Management Specialist
DEPARTMENT / PROGRAM AREA	Finance & Administration
REPORTING TO	Director of Finance & Administration
EFFECTIVE DATE	March 2024
SALARY	Band 6

JOB SUMMARY

Under the direction of the Director of Finance and Administration, the Risk Management Specialist provides support and guidance in risk management related areas including, but not limited to insurance, document retention, privacy and coordinating legal reviews for the management of District of Nipissing Social Services Administration Board (DNSSAB). The position also manages DNSSAB paramedic base and office leases, supports real estate transactions in collaboration with the Director, and supports with project based work.

Working closely with the senior team, the Risk Management Specialist will provide expertise and support in managing risk-related issues and will liaise with external supports where necessary. This position will ensure all Corporate documents are working within regulatory guidelines and requirements, and will actively look to identify inherent risk to DNSSAB programs and will recommend policies and procedures aimed at reducing or eliminating risks.

This position will support other members of the Corporate Services team with policy writing, and on the planning and execution of project-based initiatives, such as technology-related rollouts, software upgrades, etc.

This position will also supervise the Corporate Services Clerk, who directly assists in the areas of risk management, contracts and purchasing, project management, and other duties as assigned. This position is back up to the Contract and Purchasing Specialist, and during times of increased workload will perform Contract and Purchasing Specialist duties.

This position will also have other regular Corporate Services duties and functions that support the efficiency and effectiveness of the department.

JOB DUTIES AND RESPONSIBILITIES

Risk Management-Related Activities

- Be responsible for developing and maintaining insurance, privacy and risk-related policies and procedures for DNSSAB in line with best practices and current legislation;

- Act as the primary contact to insurers and manage DNSSAB insurance coverage and claims;
- In close consultation with the originating department, develop and maintain appropriate insurance documentation, and insurance for DNSSAB owned property. This position will also support NDHC in insurance related matters;
- Maintain an inventory of insurable assets and associated infrastructure;
- Develop and maintain an electronic document management approach for corporate as governance related documents;
- In collaboration with the Director of Finance and Administration, seek advice on legal issues as required. Monitor legal expenses and report to the CAO on a quarterly basis the spending on legal in each department area;
- In collaboration with the Director of Finance and Administration, facilitate any real estate transactions (purchase and sale) for both DNSSAB and NDHC;
- Be responsible for leading the creation and review of corporate related policies every 5 years or more frequently as required. This would be policies of a non-finance, HR or procurement nature;
- Monitor and assess policies against guidelines that evaluate risk, impact and effectiveness;
- Conduct training to DNSSAB employees and the Board as required to minimize risk to both DNSSAB and NDHC;
- Liaise with legal representatives and be privy to confidential corporate information;
- Maintain a reporting section on SharePoint for departments to track reporting, correspondence, audit reports, etc. that relate to the management of risk;
- Provide guidance and advice to senior management on risk and risk mitigating strategies for systems and processes with emphasis on physical and electronic responsibilities, including information classification requirements, privacy requirements, information lifecycle and disposition requirements and information security requirements;
- Act as back-up to the Communications and Executive Coordinator as the Corporate Privacy and Freedom of Information Head;

Supervision

- Supervise and support direct reports in ensuring they are able to perform their role efficiently and effectively.

Corporate Services-Related Activities

- Manage DNSSAB paramedic base and office leases, and other leases, including evaluating performance, escalating concerns, issuing information and/or formal notices, leading lease negotiations and revisions;
- Oversee the maintenance request and cleaning request system for all DNSSAB leased space;
- Work collaboratively with members of the Corporate Services team to either lead or actively participate in project development and execution;
- Become well-versed on electronic governance document software and act as back-up to the Communications and Executive Coordinator in the use of this software;
- Act as back up to the Contract and Purchasing Specialist, and during times of increased workload will perform Contract and Purchasing Specialist duties.

Project-Related Activities

- Assist with special projects and other corporate services projects as required;
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations;
- Other duties as assigned by the Director of Finance and Administration.

As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace that is free of all forms of harassment, discrimination and violence.

QUALIFICATIONS

- Post-Secondary Degree or Diploma or Certification in Law, Law Clerk, Paralegal, Business Administration and/or an acceptable combination of education and work experience;
- Three (3) years of experience in risk management related activities is preferred;
- Knowledge of publicly funded organizational risk management is preferred;
- Knowledge of electronic document management is preferred;
- Self-motivated individual capable of working independently and in teams in a dynamic work environment, and able to prioritize workload to meet inflexible deadlines;
- Skilled writer and communicator with highly developed interpersonal skills to foster and maintain working relationships with a variety of internal and external stakeholders;
- Strong attention to detail, excellent presentation, organizational, time management, problem solving, decision making skills; and able respond to issues using sound judgment;
- Proficiency in Excel with advanced spreadsheet skills, MS Word, PowerPoint and Adobe Acrobat;
- Working knowledge of MS Project, MS SharePoint, considered an asset;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- A valid Ontario driver's license and a vehicle available for use on the job;
- The ability to communicate in French as well as English is an asset.

STATEMENT OF MANAGEMENT DUTIES AND RESPONSIBILITIES IN DNSSAB

All management is responsible and accountable for:

- Commitment to the achievement of Quality Services and Healthy Workplace through DNSSAB's Strategic Plan and Direction;
- Planning through participation and input into strategic planning, developing operating and financial plans, monitoring plan progress, reporting on plan results and evaluating the effectiveness of planning activities;
- Effective and efficient management of financial and human resources;
- Developing and organizing work processes, assigning work to staff, monitoring progress on outputs and quality, identifying process and workflow issues and developing solutions to these problems to achieve efficient, effective and quality services;
- Developing and implementing appropriate measurements for plans and workload productivity, analyzing and reporting on measures;
- Managing, Supervising Human Resources through recruitment and selection of staff, orientation, training, performance management, monitoring compliance with organization policies and standards, administration of Collective Agreement including grievance investigation and resolution;
- Internal and External Communication through written correspondence, reports and through oral presentations and meetings with staff and community;
- Maintain awareness of external and operational trends to identify impacts on DNSSAB mandates and programs.
- Effectively manage and safeguard Board assets both tangible and intangible;
- Be committed to the highest standards of ethics and business conduct;
- Promote and protect the good reputation of the organization.