



JOB DESCRIPTION

JOB TITLE	Risk Management Specialist
DEPARTMENT / PROGRAM AREA	Corporate Services
REPORTING TO	Director of Corporate Services
EFFECTIVE DATE	March 2022
SALARY GRADE	Band 6

GENERAL PURPOSE

[Description of the purpose of the position, why does it exist what are key responsibilities?]

Under the direction of the Director of Corporate Services, 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 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 have other regular Corporate Services duties and functions that support the efficiency and effectiveness of the department.

KEY ACTIVITIES

[Name and list under each the key activities of the position and percentage estimate of time for each section.]

Risk Management-related activities

1. Be responsible for developing and maintaining insurance, privacy and risk related policies and procedures for DNSSAB in line with best practices and current legislation.
2. Act as the primary contact to insurers and manage DNSSAB insurance claims.
3. 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.
4. Maintain an inventory of insurable assets and associated infrastructure.
5. Develop and maintain an electronic document management approach for corporate and governance related documents.
6. In collaboration with the Director of Corporate Services, seek advice on legal issues as required.
7. 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.
8. Monitor and assess policies against guidelines that evaluate risk, impact and effectiveness.
9. Conduct training to DNSSAB employees and the Board as required to minimize risk to both DNSSAB and NDHC.
10. Liaise with legal representatives and be privy to confidential corporate information.
11. Maintain a reporting section on SharePoint for departments to track reporting, correspondence, audit reports, etc. that relate to the management of risk.
12. 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.
13. Act as back-up to the Communications and Executive Coordinator as the Corporate Privacy and Freedom of Information Head.
14. 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.

Corporate Services-related activities

15. Act as the point of contact for DNSSAB and NDHC credit cards, including issuing and cancelling cards, monitoring and making changes to credit limits.
16. Act as the point of contact for DNSSAB and NDHC owned cell phones, and be responsible for issuing, monitoring and retrieving from employees as required.
17. Work collaboratively with members of the Corporate Services team to either lead or actively participate in project development and execution.

Project-related activities

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

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.

COMPENSABLE FACTORS

COMPLEXITY / JUDGMENT

[The decision-making aspects of the position, the variety and relative difficulty of the material or information upon which decisions are based and the use of knowledge and experience in making the decisions.]

Employee works generally towards broad objectives, instructions and policies. Conditions dealt with change frequently. Employee develops solutions to problems from factual background and fundamental principles.

EDUCATION AND SPECIFIC TRAINING

[The level of formalized knowledge required to satisfactorily fill the position – such knowledge is most commonly acquired as a result of time spent in schools, colleges and universities / today's levels and standards are utilized – Education and Work Experience are rated together.]

Graduation from a Post-Secondary Degree or Diploma program or Certification in Law, Law Clerk, Paralegal, Contract Management, Supply Chain Management, Public Procurement or Business Administration and/or an acceptable combination of education and work experience.

EXPERIENCE

[The length of time required to learn, under instruction or guidance is measured along with the essential techniques and skills the job calls for / work experience is gained on the job under consideration, on prior jobs where the same or more elementary principles and techniques are used and on related jobs where the required body of knowledge can be built up – this is assuming the “incumbent” starts with the education level specified in the Education factor.]

3 years.

INDEPENDENCE OF ACTION

[Independence of Action reflects the amount of direction and control received from either personal supervision or standard practices and precedents. It also considers ingenuity, creativity, and original thought required in the job.]

Plans and carries out assignments involving other related and associated activities. Employee takes action without reference to superiors except when problems involving policy changes are involved.

RESULTS OF ERRORS

[Considers the extent of losses to the organization – such losses may result from mistakes occasioned by insufficiently considered decisions or judgements – only in lower level positions is consideration given to carelessness / results of errors is also used to evaluate responsibility for the safety of others.]

May cause substantial delays in a phase of work. May cause identifiable deterioration in customer, public or employee relations. Errors could be damaging to the organization's credibility or Board's reputation.

CONTACTS

[Contacts refers to the relative importance to the organization of necessary personal relationships of the position holder to others / the contacts can be internal to the organization and external.]

Require judgement and tact in order to obtain cooperation and approval for action. Outside contacts of considerable importance.

CHARACTER OF SUPERVISION

[Considers the degree, kind and intricacies of supervisory responsibility – such responsibilities may involve direct functional direction as in “line” positions or advisory responsibilities as in “staff” relationships.]

No direct reports. Give advice on the interpretation of policies and practices.

SCOPE OF SUPERVISION

[Appraises the size of the direct line responsibilities measured in total number of persons supervised.]

No direct reports. Indirect supervisory responsibility of management functions.

PHYSICAL DEMANDS

[Considers the degree and severity of exertion associated with the position.]

May require considerable visual attention and/or mental concentration. May involve awkward positions causing strain or fatigue.

WORKING CONDITIONS

[Evaluates the disagreeableness of the job environment from the employee’s standpoint – it includes the degree of health hazard and any aspects of necessary travel occasioned by the job.]

Mostly inside but with some little exposure to dirt, oil, noise, weather. Limited travelling. Limited injury exposure.