



## THE REGIONAL MUNICIPALITY OF DURHAM

### Finance Department

#### Manager, Risk Management & Insurance (Regular Full-Time)

Job ID: 21351

Job Number: 477

Open: Feb 13, 2025    Close: Mar 05, 2025

#### **Diversity, Equity and Inclusion Statement**

The Region of Durham is committed to employment equity and is actively implementing measures to build and sustain an inclusive, barrier-free workplace that is reflective of the diverse residents it serves. We welcome applications from Indigenous Peoples, people from racialized communities, women, persons who live with disabilities, people from 2SLGBTQI+ communities and people with diverse identities.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), accommodation will be provided throughout the recruitment process to applicants who live with disabilities.

#### **Manager - Risk Management and Insurance**

Reporting to the Director, Risk Management, Economic Studies and Procurement, this position is responsible for the effective operation of the Region's integrated insurance program which combines the insurance and risk management needs of the Region, its agencies and the Durham Municipal Insurance Pool (DMIP), as well as managing self-insurance strategies for all regional operations including environmental and cyber policies. This position is the central lead for risk management and insurance advice and coverage for the departments, agencies and the Durham Municipal Insurance Pool (DMIP)

The incumbent will:

- Develop and implement related operational strategies, policies, business processes and procedures related to the work of the Risk Management and Insurance section
- Oversee the entire claims process, ensuring that claims are processed efficiently, fairly, and in compliance with Region and DMIP member policies and legal requirements
- Update policies, procedures and programs including assessment and interventions to proactively mitigate risk generated from claims
- Investigate significant events, claims and lawsuits presented against the Region and DMIP members for liability, causation and damages. Respond as a representative of the Region and DMIP to external requests related to large claims. Interfaces with legal representatives on the adjudication of serious claims
- Oversee the review and recommendations for amendments to complex agreements and contracts which include insurance and indemnification obligations
- Review and prepare policies, procedures, tools and forms for DMIP purposes and specific events and activities that require risk management strategies
- Design strategies to mitigate or eliminate risks. This could involve implementing controls, setting up new insurance policies and alternatives, creating contingency plans, or adjusting business operations to minimize exposure
- Develop and monitor Enterprise Risk Management reviews for the Region's Departments and Divisions
- Facilitate the annual negotiation and purchasing of integrated and stand-alone insurance policies for Region and DMIP including monitoring the insurance marketplace to understand trends and potential impacts and making recommendations of when to purchase or self-insure particular areas based on cost and availability
- Oversee and administer risk management software implementation, design and operation as a critical risk management and claims handling tool
- Manage the training and development of staff, ensuring the team is up-to-date on changes in laws, procedures, and best practices
- Develop, facilitate and participate in educational initiatives including training and seminars for Senior Leadership teams, Boards, local councils, and user groups
- Work with colleagues across the organization, participating in investigations into privacy breaches to determine cause and recommend corrective action. Support corrective action including reviewing documentation, policies and procedures to enhance service excellence
- Provide expertise in the development, implementation, enhancement, security reviews and upgrade of risk management



and insurance applications

- Liaise and foster relationships with internal stakeholders and external partners, providing expertise and advice on issues impacting risk management and insurance
- Prepare memos, reports, dashboards and briefings to Council and/or senior management
- Provide leadership, coaching, and mentoring to staff of the Risk Management and Insurance section in the delivery of services, building a high-performance team

The successful applicant will possess:

- University degree in Business Administration, Commerce, or a University degree with major course work in Risk Management, Insurance or equivalent
- A Canadian Risk Management designation
- A Chartered Insurance Professional designation
- A Fellow Chartered Insurance Professional Fellowship would be a valuable asset and is preferred for the position
- Significant years of progressive risk management and insurance experience
- Knowledge of the insurance industry and related legislation, practices, policies, and procedures, insurance policy and insurance law, including precedents, to manage and review coverage and insurance policies, risk assessment and management theories, principles, techniques, and methods, Enterprise Risk Management principles and practices, contract administration and management, business continuity theories, principles and practices, civil litigation processes and procedures, Civil Law precedents and case law
- Knowledge of Regional policies and procedures along with Regional Works Standards and Regional and Municipal by-laws
- Superior research skills coupled with the ability to write reports, policies and procedures
- Excellent organizational, analytical, problem-solving, conflict resolution, and decision-making skills
- Demonstrated leadership and managerial skills
- Strong interpersonal and communication skills with the ability to build and maintain relationships with internal and external stakeholders to influence decision-making while demonstrating tact and diplomacy

### **Management & Exempt Salary Grade 9**

- Salary: \$135,827 to \$169,784 per annum

### **Conditions of Employment**

Prior to the start date, the successful candidate will be required to provide a satisfactory Criminal Record and Judicial Matters Check dated within two (2) months from date of hire. Proof of education, qualifications and any other job bona fide requirements will also be collected.

### **External Application Process**

Come find a home where exciting and rewarding careers are balanced with your lifestyle. We thank all applicants; however, only those being considered will be contacted. Please apply online ([www.durham.ca](http://www.durham.ca)) no later than midnight (Eastern Standard Time) on the closing date indicated on the Job Posting.

The Region of Durham is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity and you require accommodation, or if this information is required in an accessible format, please contact us at: [RecruitingHelp@durham.ca](mailto:RecruitingHelp@durham.ca) and a Recruiter will provide appropriate assistance pursuant to the Region's Accommodation and Accessibility policies. Please note that resumes should not be sent to [RecruitingHelp@durham.ca](mailto:RecruitingHelp@durham.ca).

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