

# Risk Management Advisor



The Town of Cochrane is located in the breathtaking Bow Valley corridor in the foothills of the Rocky Mountains in southern Alberta. With a population of over 30,000 people, and growing steadily every year, Cochrane is a thriving town, surrounded by world-famous ranch country. Our western heritage is reflected in the Town's architecture and our friendly people. The Town of Cochrane welcomes innovative and skilled individuals to join our team of over 250 employees.

The Town of Cochrane is excited to recruit for the position of **Risk Management Advisor** within our Legislative Services team. The Legislative Services department coordinates Council meeting agendas and minutes, Council Committee recruitment and regulatory reporting. They oversee all Assessment Review Board functions, facilitate the Subdivision Development Appeal Board processes, manage all corporate records, and ensure compliance with the Freedom of Information and Protection of Privacy Act (FOIP) and oversees and provides the administrative and technical support for invitations to tender, request for proposals, quotations, information, evaluations, and other procurement processes. They also manage the Town's insurance portfolio, the Municipal Bylaw registry and conduct elections and census.

Wow! This is a busy team with always lots on the go. They are passionate, dedicated and focused; and they need a **Risk Management Advisor** to join the team!

The **Risk Management Advisor** is responsible for providing legislative and risk management support to Town of Cochrane staff and public. Through a strong understanding of the overall functions of the Legislative Services department they are responsible for the administration of the Town's insurance and risk management portfolio, coordination, and administration of two quasi-judicial boards, the Assessment Review Board (ARB) and Subdivision Appeal Board (SDAB). They are an organized professional with strong attention to detail and knowledge of contracts and insurance. They communicate clearly with tact and diplomacy in all their interactions, and maintain confidentiality throughout their work.

## **Why should you consider working for us?**

Our employees enjoy many **benefits** including competitive public sector pay, comprehensive health and dental benefits package, professional learning and development opportunities and the opportunity to work with other talented municipal professionals.

As an organization, the Town of Cochrane has a focus on **investing in people**. This is not a boring municipality. We are growing into an organization with a focus on transparency, **critical thinking**, curiosity, reflection and innovation. We support experimentation as part of the growth process and strive for **continuous improvement**. We are municipal employees, and we are accountable to all the residents of the Town of Cochrane. Want to be a part of this exciting time?

**If you want to make a difference in our community and have education and experience with insurance and risk management, we welcome your application for our Risk Management Advisor.**

## **What are some of the duties of the Risk Management Advisor?**

- Primary point of contact for insurance matters, including providing customer service to claimants, staff, and the Town's insurer.
- Collects accurate information from a variety of sources including and not limited to first responders, corporate health & safety team, and residents to ensure that insurance claims are adjudicated appropriately.
- Coordinates the financial considerations for repairs of any insurance related claims. This includes liaising with stakeholders such as the insurance company, residents and/or managers.
- Ensures the Town's insurance schedules are updated and maintained on a consistent basis.
- Conducts an in-depth review with all Town departments of Town property, auto, and equipment on an annual basis prior to renewal.

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- Reviews and processes the Town's insurance renewal, ensuring the accuracy of the information.
- Ensures the Assessment Review Board and Subdivision & Development Appeal Board processes are conducted in accordance with legislation. Assists members of both Boards to understand their jurisdiction and roles through new member orientations and regular consultation.
- Drafts and/or edits decisions for both Boards while remaining neutral in decision making that impacts the Town and applicants. Researches case law and engages with legal counsel to ensure board decisions are consistent with the boards jurisdiction and adequately represent and explain the decisions of the board.
- Administers the agreements regarding municipal annual operating grand funds by ensuring compliance with funding applications and grant programs available to the Town of Cochrane, including ensuring adherence to reporting deadlines.
- Responsible for increasing civic literacy and self-services for stakeholders who query about or experience an insurance claim, or who wish to engage with the Assessment Review Board and/or Subdivision & Development Appeal Board.
- As required, provides assistance and back-up support within the Legislative Services Department, including but not limited to the attendance at and operation of Council's meeting software, requests for bylaws, legislative information, etc.
- Participates on select projects, including those involving collaboration with other staff members and external consultants on an ad hoc basis under the general supervision of the Manager, Legislative Services, such as, Municipal Elections, Census, Bylaw and Policy Review Teams and the Health & Safety Committee.

## **If many of the following characteristics and skills describe you, we want to meet you!**

- Minimum 3 years' experience in insurance and risk management or related field.
- Post-secondary certificate or diploma in insurance and risk management or related field. Education or experience in municipal government or law would be an asset.
- Alberta Municipalities /Alberta Municipal Services Corporation Risk Management modules would be an asset.
- Commissioner for Oaths designation, or ability to obtain.
- Knowledge of municipal legislation such as the Municipal Government Act (MGA).
- Working knowledge of the legal structure (powers, duties, and responsibilities) of municipalities and agencies of municipalities.
- Experience in managing a quasi-judicial boards (SDAB & ARB) would be an asset.
- Advanced MS Office and Adobe Professional software skills
- Certified in or have the ability to obtain in the following: Canadian Risk Management (CRM), Decision writing course through the FOAJ (Foundation of Administrative Justice), National Advanced Certificate in Local Authorities Administration, Assessment Review Board Clerk, Subdivision & Development Appeal Board Clerk

We are committed to providing a healthy and safe work environment for all of our employees. As a Cochrane employee you must take reasonable care to protect your health and safety and that of others present at worksites, perform work safely, follow all relevant health and safety legislation, directives and procedures and attend all identified orientations and training.

## **Still interested? Here's how to apply:**

- Qualified individuals are encouraged to submit your resume, and a cover letter stating how your experience match the required qualifications, skills and abilities for this position
- All qualified candidates will be requested to complete an online suitability survey
- Applications for this position will be accepted until 9pm MST December 10, 2023 at [www.cochrane.ca/jobs](http://www.cochrane.ca/jobs)
- \$46.20/hour based on 35 hours/week +health benefits and pension

We thank all applicants for their interest, however only those selected for an interview will be contacted. All applicants must be legally entitled to live and work in Canada.

### *Land Acknowledgement*

*In the spirit of reconciliation, we acknowledge that we live, work and play on the traditional territories of the Blackfoot Confederacy (Siksika, Kainai, Piikani), the Tsuut'ina, the Îyâxe Nakoda Nations, the Métis Nation (Region 3), and all people who make their homes in the Treaty 7 region of Southern Alberta.*