



DISTRICT OF SAANICH  
LEGISLATIVE AND PROTECTIVE SERVICES

## **RISK SERVICES MANAGER 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 Risk Services Manager. This position reports to the Director of Legislative and Protective Services and is responsible for the specialized and complex job of developing, implementing, coordinating and administering a comprehensive Risk Management Program designed to protect the Municipality's assets, employees and citizens from loss, damage or injury. This position will develop and manage an insurance portfolio which will minimize the adverse effects of loss in a cost-effective manner.

The ideal candidate possesses strong conflict resolution skills in dealing with difficult situations in negotiating, resolving or denying third party and property damage claims and uses tact, patience and courtesy when handling first party property damage claims; demonstrated ability in successfully leading and directing a diverse team; excellent written communication in drafting reports, agreements, spreadsheets and claims decision letters; and hands on experience with interpreting contracts, agreements, and other legal documents and preparing, maintaining and administering divisional annual budgets.

Qualified candidates have a post-secondary degree in Finance, Business Administration, Risk Management and Insurance or equivalent area of study; CIP and CRM designation; minimum of seven years experience in a municipal Risk Management environment, including five years experience in a management/supervisory position; specialized knowledge of Risk Management principles and practices as well as the insurance industry, trends, policies, coverage and rating procedures, including Commercial Liability, Property and Fleet Insurance; possession of a valid B.C. Class 5 Driver's License and a personal vehicle available for use as and when required. An equivalent combination of education and experience may be considered.

**The annual salary range for this exempt position is \$108,790 - \$127,980 (2024 rate) and includes 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 Wednesday, August 7, 2024, quoting Competition No. 24201 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. Although we thank all applicants for applying, only those under consideration will be contacted.

**The District of Saanich is recognized as one of BC's Top Employers for 2024.** 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).

Applying from out of town? Take a look at what Saanich has to offer!  
[bit.ly/NaturalSaanich](https://bit.ly/NaturalSaanich)