



**Position Title:** Risk Management Officer

**Position Status:** Full-Time Regular

**Department:** Financial Services

**Employee Group:** Teamsters Local 31

**Location:** 4515 Central Boulevard, Burnaby

**Salary Range/ Wage Rate:** PG T27 \$3,486.53 - \$4,119.45 bi-weekly

**Our Financial Services Department is seeking a Risk Management Officer who will play a critical role in identifying, evaluating, and mitigating risks across all departments, operations, properties, projects and assets.**

**You are: A professional in the area of Risk Management and Insurance with a minimum of 3 to 5 years' experience in claims and risk management for a medium to large organization. You have strong communication skills, detail oriented and are able to work with minimal supervision.**

**This role:**

- Administers and manages the M.V.R.D. risk management program and insurance policy portfolio for all departments, operations, properties, projects, equipment and other assets.
- Identifies and evaluates the risk exposure of M.V.R.D. operations by conducting reactive and proactive risk management audits of operational and administrative units; interviews personnel, conducts questionnaire surveys and/or reviews records; identifies alternative techniques to avoid, reduce or transfer the organization's risk; recommends feasible courses of action; and provides advice and guidance to departments in risk management alternatives; prepares and conducts workshops and seminars.
- Administers the settlement of claims made by or against the M.V.R.D. by receiving and processing insured and non insured claims; investigating circumstances of each claim, assessing insurance coverages, assessing damages, determining liability, managing claims settlements by selecting and directing independent adjusters and legal counsel as to actions required, negotiating claims, and recommending settlements.
- Recommends levels of insurance coverages, negotiates terms and contracts with insurance brokers, underwriters and adjusters as required; administers all insurance policies including liaison with I.C.B.C.; maintains a current knowledge of insurance industry trends.

- Liaises extensively with external and internal contacts such as insurance brokers, adjusters, underwriters, engineers, architects, project managers, I.C.B.C. staff, lawyers and other authorities.
- Reviews tenders/contracts to recommend appropriate treatment of risk exposure including levels of indemnification and to verify required insurance and bonding certification.
- Maintains manual and automated risk management and insurance records and prepares summary statistical and informational reports.
- Performs related work as required.

**To be successful, you have:**

- Completion of the 12th grade, supplemented by courses leading to the CRM certification or equivalent (i.e. 3 CIP courses), and considerable related work experience in risk management, claims adjusting or underwriting; or an equivalent combination of training and experience.
- Thorough knowledge of the principles and practices of risk management.
- Thorough knowledge of the objectives, policies and procedures of the M.V.R.D. risk management plan.
- Thorough knowledge of the functions and operations of the M.V.R.D. as related to the work performed and of insurance coverage requirements (i.e. Local Government Act).
- Thorough knowledge of insurance policies, coverages and claims management and adjusting procedures.
- Considerable knowledge of insurance industry trends and developments.
- Sound knowledge of contract law.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to compare alternative methods of risk financing.
- Ability to review operational activities in terms of risk of exposure to loss, to evaluate levels of risk and to recommend feasible treatment alternatives.
- Ability to develop and implement new insurance policies and to process claims.
- Ability to negotiate terms of insurance coverage and claims settlements.
- Ability to prepare and maintain extensive records and to produce reports.
- Ability to perform all duties with minimal direction.
- Driver's Licence for the Province of British Columbia.

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**Our Vision:**

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact [careers@metrovancover.org](mailto:careers@metrovancover.org) for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

*Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by June 16, 2025.*