

Cultivate Your Career



RISK AND INSURANCE ADVISOR PERMANENT, FULL TIME

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Financial and Strategic Services
Location	5 St. Anne Street, St. Albert
Compensation	\$83,549 - \$102,830 per annum
Closing Date	July 14, 2025
Competition #	25/105

OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. Our employees provide over 72,000 residents with high-quality programs and services and are proud to contribute to making St. Albert one of the best places to live in Canada.

The City of St. Albert is recruiting an individual to join our Financial and Strategic Services department as an Insurance and Risk Advisor.

Reporting to Manager, Strategic Services, this position will be responsible for administering the Insurance Program as per established policies, with a focus on preserving the City's physical and financial assets and limiting the financial impact from asset loss or destruction and liability exposures.

The Advisor will be responsible for keeping to a prudent minimum the cost of managing risk, defined as the sum of risk control costs, losses and retention programs, insurance premium costs and the cost of risk management administration. The key responsibilities will include:

- Administration of the City's Insurance program, including procurement of insurance policies and building appraisals.
- Preparing Requests for Proposals as well as reviewing, selecting and managing contracts.
- Providing advice related to risk management and maturing the City's risk management practice using an established framework.
- Working with departments to identify and evaluate key risks.
- Developing and monitoring implementation of risk management plans to minimize risk exposure.
- Assisting with claims administration and managing complex claims.
- Providing coverage for the Insurance and Claims Coordinator.
- Monitoring trends and proposing proactive actions to manage risks.
- Collecting and analyzing claims activity to project frequency and severity of losses and to provide advice to manage risks, insurance coverage, premiums and deductibles.
- Providing annual reporting related to insurance and claims, financial impact and recommendations for improvement.

QUALIFICATIONS

- Bachelor's Degree in business administration, management, finance or related field.
- Minimum of 5 years related risk and insurance experience, preferably in public sector or municipal environment.
- An equivalency of a relevant Diploma supplemented by 7 years of related experience may be considered.
- Professional designation as a Certified Insurance Professional is required.
- Canadian Risk Management Designation is highly desirable.
- Prior experience handling insurance negotiations, managing insurance claims and evaluating risks is required.
- Experience in public and/or municipal government environment is preferred.
- Analytical, ability to interpret insurance policies, claims documentation and legal contracts.
- Strong understanding of insurance principles, insurance law as it applies to municipalities, risk management strategies and application of these in municipal context.
- Understanding of ISO 31000 Risk Management is an asset.
- Excellent communications skills to explain complex insurance terms in an easy-to understand manner and for reporting to leadership and executive leadership teams
- Strong organizational and interpersonal skills
- Ability to build rapport with a wide variety of clients.

COMPENSATION

\$83,549- \$102,830 per annum. In addition, the City of St. Albert offers a generous and comprehensive benefit package.

Candidates not meeting the full qualifications may be considered for a development opportunity at a lower classification and salary.

HOURS OF WORK

We offer a compressed bi-weekly work schedule of 72 hours, Monday - Friday, 8:00 – 5:00, with a biweekly regular day off (RDO).

FLEXIBLE SCHEDULE

This position may be eligible to apply for flexible hours to adjust start and end times from the core hours of 8 a.m. – 5 p.m. by 30 or 60 minute

FULL-TIME REMOTE WORK

This position is designated for full-time remote work. Candidates must live in Alberta and complete a remote work agreement to meet policy requirements. Candidates are required to live within a reasonably commutable distance to attend meetings/events at a City facility from time to time.

CONDITIONS OF EMPLOYMENT

The successful applicant will be required to obtain a satisfactory police information check.

A valid Class 5 Drivers License and a personal vehicle for work use are required.

The successful candidate will be required to provide proof of educational and professional credentials.

APPLICATION PROCESS

If you are interested in this opportunity, please submit a cover letter and resume via our City of St. Albert employment opportunities site www.stalbert.ca/employment

This competition may be used to fill future vacancies, at the same or lower classification level.

CLOSING DATE

July 14, 2025

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.