



RISK MANAGEMENT SPECIALIST – 12 Month Term

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community. Build your future with a City who was proudly presented the BC Municipal Safety Association's "Organizational Safety Excellence Award" for leadership, dedication, and diligence in creating a safer and healthier workplace. Join us and grow your career with an organization that supports work-life balance and professional development.

The City of West Kelowna's Legislative and Legal Services Department is looking to fill a 12-month term position as a Risk Management Specialist.

Position Summary

The Risk Management Specialist plays a key role in supporting all City of West Kelowna departments with matters related to claims, insurance, and risk. Working collaboratively with others, the Risk Management Specialist investigates and manages claims involving the City, the City's insurance portfolio, and identifies opportunities and develops strategies to minimize risk.

Key Responsibilities

The position is responsible for managing the City of West Kelowna's insurance portfolio, including reviewing contracts and insurance requirements, ensuring compliance of contractor and vendor documentation, and handling notices of claims. Key duties involve investigating claims, determining liability, and working closely with legal counsel and insurance adjusters to manage claim resolutions. The role also oversees property claims made by the City, collaborates with senior staff across departments to protect City assets and minimize risk, and prepares correspondence and reports related to claims, risk management, and insurance coverage. Additional responsibilities include adhering to Occupational Health and Safety regulations and performing other duties as assigned.

Our Ideal Candidate:

- A Degree with specialization in Law, Business, Finance, Economics, or Public Administration
- An Insurance Professional Designation
- A Canadian Risk Management (CRM) certification
- 3 years' work experience in risk management, including some experience with government (preferably municipal government) risk and claims management
- An equivalent combination of education, training and experience may be considered
- Knowledge of relevant legal framework (e.g. negligence, Local Government Act)
- The ability to communicate clearly (verbal and written), and effectively manage difficult situations in a patient, tactful and respectful manner
- Class 5 BC Driver's License

Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

Competition No. 25-85E | Opens November 27 2025 | Closes December 15, 2025

Full Time – Term | 35 hrs/wk | Benefits | Municipal Pension Plan

Wage Range: \$88,000 - \$103,000