



Insurance & Risk Management Analyst - Job ID #2650

Job Title	Insurance & Risk Management Analyst	Status / Job Type	Permanent Full Time
Commission	Corporate Services	Department	Legal
Union Affiliation	APAE/EXEMPT	Number of Openings	1
Rate of Pay	\$45.90 to \$57.37	Benefits Entitlement	Yes
Hours of Work	35 Hours Per Week	Posting Date (4:30 pm)	Jun 25, 2026
Existing Vacancy	Replacement	Closing Date (4:30 pm)	Jul 9, 2026

Position Summary

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to Legal Counsel - Head of Litigation, the Insurance and Risk Management Analyst is responsible for managing all Corporate Insurance Policies for the City of Brantford, including but not limited to the Brantford Municipal Airport and various boards/commissions/committees. The position is also responsible for implementing and maintaining a comprehensive risk management program for the Corporation and providing coverage recommendations to various City departments.

Qualifications

- Graduation from a three (3) year community college program or equivalent in General Insurance or an undergraduate degree in Business or equivalent
- CIP designation (Certified Insurance Professional) or FCIP (Fellowship of Certified Insurance Professionals) required
- CRM designation (Certified Risk Management) preferred
- At least five years of previous experience, preferable in a municipal setting, in insurance policy management, risk management and claims handling is required
- Acute sense of confidentiality
- Advanced working knowledge of computer programs, including the Microsoft Office Suite such as Word, Excel and Access is required
- Assisting with budget development, preferably in a municipal setting, is an asset

- Experience drafting and developing corporate risk management policies including risk tolerance policies
- Experience making recommendations regarding appropriate coverages for various projects and events
- Strong verbal, written and interpersonal skills are essential
- Possess a valid Class G driver's license in good standing during the course of employment

Qualified candidates please attach a detailed .pdf format resume & cover letter

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process.