

Posting #24-178EM

Senior Risk and Insurance Specialist Enterprise Risk and Safety Regular, Full-time

Purpose

Reporting to the Director of Enterprise Risk and Safety, the Senior Risk and Insurance Specialist assists the Director to promote, foster, and grow a risk culture that is critical to the achievement of the University of Northern British Columbia's (UNBC) strategic and operational objectives and priorities.

This position is responsible for providing advice and guidance to the members of the university community concerning risk management. The Senior Risk and Insurance Specialist collaborates with the Contracts and Supply Chain Management department, the Research Office, Human Resources, and IT department in support of the university's academic programs, applied research initiatives, and institutional operations.

Responsibilities

Duties include but are not limited to:

- Implementing comprehensive risk management strategies, including performing qualitative and quantitative risk assessments for key projects and assisting in the implementation of UNBC's Enterprise Risk Management Program;
- Ensuring that adequate insurance coverage is in place for all activities and assets, including property, liability, and other key areas by assessing insurance gaps;
- Providing guidance and overseeing departments across the institution regarding risk-related matters. This includes leading risk awareness training, promoting a culture of proactive risk management, and confirming that risk control measures are consistently applied;
- Liaising with external insurers and legal advisors to manage claims, coordinating policy renewals, and negotiating coverages;
- Participating in cross-departmental collaboration and engagement, working closely with a variety of teams, leading a unified approach to risk management;
- Managing relationships with insurance providers and the University, College & Institute Protection Program (UCIPP) securing adequate coverage, timely renewals, and favorable terms;
- Consulting with UCIPP to verify UNBC's protection from potential liabilities while checking that risk management practices adhere to evolving regulations and industry standards;
- Building partnerships with other educational institutions, professional associations, and community organizations, sharing best practices and collaborating on data driven decisions for emerging and dynamic risk mitigation strategies;
- Proactively communicating and collaborating with external stakeholders verifying that the institution's risk management framework is not only compliant, but also aligns with broader community and sectoral risk considerations;
- Providing confidential and professional support to internal stakeholders, demonstrating a high level of sound judgement and best practices in risk management, including making decisions in relation to operational risks impacting university employees;

- Conducting investigations and evaluating the potential financial impact of claims, losses, or other risk events, and making recommendations on whether the institution should file claims or accept losses while adhering to privacy and confidentiality standards and requirements;
- Interpreting, and providing information on, established university policies, procedures, and regulations pertaining to risk and safety;
- Performing independent analysis of contracts and agreements entered into by the university with respect to indemnity, insurance, and other risk-related provisions, reviewing certificates of insurance, and making recommendations for mitigating contractual liability and risks;
- Taking initiative to research, prepare analysis, evaluate and provide recommendations to university administration, faculty, staff, and student groups about significant exposures to loss;
- Overseeing the implementation and maintenance of risk management policies, procedures, and systems across the institution;
- Ensuring that all departments are adhering to established protocols for reporting and mitigating risks, processing claims, and maintaining documentation;
- Being responsible for claims management, including timely filing, liaising with adjusters, and tracking claims progression;
- Ensuring that UNBC's risk management framework aligns with governance policies and regulatory requirements; and
- Regularly reviewing and updating risk policies, Ensuring that risk oversight is embedded at all levels of the institution.

Qualifications

The successful candidate will possess the following:

- A bachelor's degree in Business, Finance, Economics, Law, Administration, or a related field of study;
- A minimum of 5 years of experience in risk advisory or insurance, preferably in a not-for-profit or post-secondary education sector;
- A Canadian Risk Management (CRM), Chartered Insurance Professional (CIP) or similar insurance/risk management certification/designation is preferred; and
- Excellent written and oral communication and interpersonal skills, with the ability to collaborate, inspire and influence diverse stakeholders from across the university community.

An equivalent combination of education and work experience will be considered with demonstration of the following:

Knowledge of risk management and loss control principles and practices:

- Demonstrated working knowledge of the theories, principles and practices of contract law, indemnity, waivers, contract negotiation, risk management, and risk transfer;
- Knowledge of the BC post-secondary system is an asset;
- Knowledge of BC contract law is an asset; and
- Experience working in a large, complex organization is an asset.

Skills & Abilities:

- Pragmatic, collaborative, people-centered focus is essential for this role, as is the ability to manage and maintain confidential information;



- Proven ability to work effectively and collaboratively with a wide range of individuals at all institution levels;
- Demonstrated ability to work and communicate effectively both verbally and in writing;
- Exceptional analytical and research skills;
- Ability to maintain current knowledge of insurance, legislation, and risk trends;
- Ability to make recommendations in accordance with established policies, practices, and procedures;
- Instructional experience presenting material and providing updates and orientations to larger groups;
- Ability to exercise tact, diplomacy, confidentiality, and maintain privacy while working in a diverse environment;
- Ability to work collaboratively and influence others with a proven track record of instilling a positive risk and safety culture; and
- Operates respectfully in all situations and dynamics, demonstrating emotional maturity.

Understanding of the dynamic nature of risk and the ability to make decisions based on the best available data aggregated from a variety of sources is essential for this role.

Salary

The starting salary will be determined with consideration of the successful candidate's relevant education, skills, and experience. The annual salary range for this position is \$85,000 to \$91,000.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, as well as employee training and development opportunities. For more details, please see <http://www.unbc.ca/human-resources/employee-benefits>.

Normal hours of work will be 8:30am – 4:30pm, Monday to Friday.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.



About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at employee wellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Please forward your cover letter, resume, and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #24-178EM in the subject line to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Priority will be given to applications received by October 31, 2024. Applications will be accepted until the position is filled.

