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DIRECTOR, RISK MANAGEMENT

NATURE AND SCOPE OF WORK

Reporting to the General Counsel & University Secretary and the VP, Finance and Administration, the Director, Risk Management provides institutional leadership for the University's enterprise risk management, procurement, contractual risk management, insurance and risk financing functions and leads the administration and continuous improvement of the University's privacy, information access, records management and policy programs. The position is responsible for the development, implementation and continuous improvement of programs, frameworks and services that support effective governance, compliance, risk management and institutional accountability across the University.

Working collaboratively with the Vice-President, Finance and Administration as executive sponsor of the enterprise risk management program and with the General Counsel and University Secretary on legal, governance and compliance matters, the Director provides strategic advice, operational leadership and subject matter expertise to support risk-informed decision-making, regulatory compliance and the achievement of institutional objectives.

ILLUSTRATIVE EXAMPLES OF DUTIES

Enterprise Risk Management

- Accountable for the development, implementation, continuous improvement and overall effectiveness of the enterprise risk management framework for the University, including the risk register and mitigation plans.
- Leads the governance, administration and continuous improvement of enterprise risk management processes across the University, ensuring strategic, academic, operational, financial, regulatory and reputational risks are identified, assessed, evaluated, monitored and managed.
- Provides regular reporting and analysis of enterprise risks, emerging risks, risk trends and mitigation strategies to the General Counsel & University Secretary, Vice-President, Finance & Administration, Executive and/or Board of Governors and its committees on a regular or as needed basis.
- Works in partnership with the Vice-President, Finance and Administration as executive sponsor of the University's enterprise risk management program.
- Collaborates with the General Counsel to identify, assess and address legal, governance, regulatory and reputational risks within the enterprise risk management framework.
- Provide leadership, direction and advice to a variety of constituents (such as Directors, Deans, Chairs and Coordinators) within the University community to integrate risk



management strategies into existing operations and activities for their areas of responsibility.

- Develop risk management tools, practices, and policies to analyze and report enterprise risks according to the enterprise risk management framework.
- Champion a culture of risk ownership and accountability through training and support to manage and mitigate institutional risks.
- Coordinate and oversee internal audit activities including the selection and supervision of appropriately qualified internal audit service providers, the coordination of audits and the response and follow up of recommendations.
- Ensure the University's risk management policies and strategies are in compliance with applicable regulations, rating agency standards and strategic imperatives of the organization.

Contractual Risk Managements

- Provides institutional leadership on contractual risk assessment, including insurance requirements, indemnification provisions, limitation of liability clauses and other risk allocation mechanisms.
- Collaborates with the General Counsel in the review of significant agreements and contractual arrangements to identify and address legal, operational, financial, reputational and insurable risks.
- Provides advice and guidance to University departments on contractual risk management practices and risk mitigation strategies related to procurement activities, partnerships, affiliations, service agreements and other institutional arrangements.
- Supports the development and continuous improvement of contract templates, risk management standards and related resources in collaboration with Procurement and the General Counsel.

Procurement

- Provides strategic leadership and oversight for the University's procurement function, ensuring procurement practices, programs, and initiatives align with University values and objectives, risk management strategies and regulatory requirements.
- Directs the development and periodic review of procurement governance frameworks, policies, delegated authorities, and internal controls.
- Provides oversight of significant procurement activities, strategic sourcing initiatives and contractual commitments, ensuring appropriate due diligence, risk assessment, and contract governance.
- Oversees the development of appropriate materials, tools and resources and delivery of training and awareness for all University employees to ensure knowledge of and compliance with the University's procurement program including strategic sourcing and contract review requirements.
- Monitors the effectiveness of procurement operations through the review of performance measures, audit findings, compliance reports, and vendor management



outcomes, providing direction on corrective actions and continuous improvement initiatives.

- Supports the development and continuous improvement of procurement templates, processes and related resources in collaboration with the General Counsel.
- Provides leadership and guidance to the Procurement Manager in the administration of procurement services, contract management practices, supplier relationship strategies, and procurement technology initiatives, ensuring the delivery of effective, efficient, and customer-focused services.

Insurance and Risk Financing

- Provides strategic oversight of the University's participation in the University, College and Institute Protection Program (UCIPP) and advises on institutional insurance and risk financing requirements.
- Evaluates and provides recommendations regarding additional insurance coverages and alternative risk transfer mechanisms based on emerging risks, institutional needs and cost-benefit considerations.
- Provide assistance and guidance to University departments regarding insurance implications, coverage considerations and risk mitigation strategies for University activities, events and operations.
- Coordinates the administration of optional insurance programs including the assessment of property valuations and coverage requirements in collaboration with facilities and other University departments.
- Acts as the primary liaison between the University, UCIPP and external claims adjusters in relation to insurance claims and loss events.
- Ensures institutional requirements associated with participation in UCIPP and other insurance arrangements are maintained and administered appropriately.

Privacy, Information Access and Records Management

- Provides leadership and oversight for the University's privacy, information access and records management programs, including program development, implementation, monitoring, training, awareness and continuous improvement initiatives.
- Oversees operational processes associated with privacy impact assessments, access requests, records management standards and privacy incident management.
- Collaborates with the General Counsel and University Secretary on legislative interpretation, compliance strategies, complex matters and emerging legal requirements.

Policy

- Provides leadership and oversight for the University's policy management framework, including policy governance processes, development standards, consultation requirements, implementation, monitoring and continuous improvement activities.



- Coordinates policy development, review, approval and rescinding processes across the University.
- Provides guidance and support to policy owners and administrators on policy development, governance requirements and policy best practices.
- Collaborates with the General Counsel and University Secretary to ensure policies appropriately reflect legislative, regulatory and governance requirements.

Leadership

- Provides advice to senior leadership on a university-wide enterprise approach for enterprise risk management framework including governance, strategic direction, services and standards, and policies and processes.
- Develops, monitors, evaluates and reports on departmental objectives and activities in support of the university's strategic vision and academic goals.
- Prepares and manages operations within the approved operating and capital budgets to ensure efficient utilization of resources.
- Represents the university on a variety of internal and external committees, working groups and associations as relevant.
- Builds and maintain collaborative relationships within internal and external constituents.

Departmental Leadership

- Supervises the Corporate Services (including Purchasing and the Bookstore and Print Services) department, including goal setting, monitoring progress, evaluating performance, coaching and supporting professional development.
- Establishes collaborative and effective relationships between the department and university community to deliver customer service excellence and prudent management of technology investments.
- Fosters an environment of high performance, with an emphasis on service excellence, continuous improvement and teamwork to achieve high standards for the department.
- Contributes to a positive and effective employee experience by administering the collective agreement, consulting with People Culture and Diversity on the interpretation of the agreement, and representing management where required in labour relations issues.
- Fosters a culture of staff engagement to attract, motivate, and retain quality staff. Supports and guides managers by consistently setting performance goals, conducting regular performance reviews, identifying developmental and operational needs, and providing adequate training opportunity and mentoring to all department employees.
- Leads the development and implementation of a human resources plan that support the achievement of organizational needs and service levels.
- Provides regular status, performance and statistical reporting to the university.
- Undertakes special projects and assumes additional duties as required.



- Provides leadership and oversight to other departments or functions as assigned.

REQUIRED TRAINING AND EXPERIENCE

- Established professional credibility as supported by a Master's degree in a related area of study. Experience in law is considered an asset.
- Minimum five years' experience in a senior role or equivalent in an environment of similar scope and complexity.
- Completion of a risk certification (CRMA or CRM Risk Management designation) is considered an asset.
- Experience working within a post-secondary institution or a publicly funded organization is considered an asset.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Exceptional interpersonal, communication, and conflict resolution skills with the ability to relate to a diverse range of constituents including the ability to relay complex and technical information in a clear and easily understood manner.
- A positive and respected role model with the ability to initiate, motivate, and delegate.
- A creative and influential leader who uses a practical, collaborative, and common-sense approach.
- Prepared to be a "hands on" leader, when required, to deal with urgent situations affecting the University.
- Politically sensitive and able to work effectively with all levels of individuals within the University.
- Committed to excellence and innovation in the workplace.
- Strong presentation skills, ability to organize data, effectively and simply.
- Ability to strategically identify issues and analyze alternatives.
- Ability to work effectively under time constraints with changing priorities.
- Demonstrated skills in change and project management.
- Proven excellence in financial and personnel management.