



Job Posting

Risk Management Officer (“RMO”)

Parkbridge Lifestyle Communities Inc. (“Parkbridge”) is Canada’s leading owner, operator and developer of residential land lease communities, recreational resorts and marinas. Our overriding mandate is to make residential and recreational communities affordable, yet exceptional.

Established in 1998, Parkbridge’s portfolio has grown significantly from two original properties with 650 sites. In early 2013, the company surpassed the milestone of 100 properties with over 27,500 operational and potential expansion sites. As a clear testament to the rising popularity of land lease for a growing number of people, our communities are found all across Canada.

Previously a public company, Parkbridge was purchased in January 2011 by the British Columbia Investment Management Corporation (bcIMC), one of the largest institutional investors in Canada, with over \$90 billion in assets under management, ushering in a new era of dynamic growth and leadership.

With extremely high occupancy levels, a great portfolio of assets, favorable demographics, strong financial fundamentals, and access to substantial capital, the company is well positioned for significant growth organically and through acquisitions. The opportunity now exists to add a **Risk Management Officer (“RMO”)** to Parkbridge’s management team in its Calgary office.

Reporting to the Chief Financial Officer, the Risk Management Officer will be the leader of the Risk Management function, which includes the Enterprise Risk Management (“ERM”) program, as well as serving as the Privacy Officer for Parkbridge.

Enterprise Risk Management:

- Work with internal and external resources to develop, implement and monitor an ERM framework which will both protect the organization and create value for our Shareholder and Parkbridge.
- Ensure that Parkbridge’s ERM framework is consistent with the ERM objectives of bcIMC.
- Create key performance indicators/metrics and assist management in the early identification of risk trends.
- Lead the development and delivery of ERM education and training programs.
- Keep abreast of regulatory and industry developments as well as best practices relating to ERM.
- Generate and deliver regular reports that may be provided to executive leadership, the Audit Committee and the Board of Directors through collaboration with management.

Financial and Operational Reviews:

- Establish a new structure to undertake operational and financial reviews of Parkbridge’s various business activities which includes: the management of communities, resorts, and marinas; the development of properties; and acquisitions.

- Identify a hierarchy of risks relating to Parkbridge’s business activities and develop and implement a methodology and program for performing financial and operational reviews.
- Develop and implement value-added and leading-practice solutions to mitigate financial and operational risks in business units and corporate operations.
- Generate and deliver regular reports that may be provided to executive leadership, the Audit Committee and the Board of Directors through collaboration with management.

Responsible Property Investing (“RPI”):

- Participate in the development and implementation of a framework and related processes to ensure that Parkbridge operates and invests in ways that are aligned with bclMC’s RPI Strategic Plan.
- Work with Parkbridge management to support the implementation of RPI best practices for:
 - Environmental Protection
 - Energy Conservation and Green Building
 - Social Equity and Community Development
 - Urban Revitalization and Adaptability
 - Corporate Citizenship
 - Local Citizenship
 - Smart Growth
 - Health and Safety
 - Fair Labour Practice/Worker Well-being
- Generate and deliver regular reports that may be provided to executive leadership, the Audit Committee and the Board of Directors through collaboration with management.

Privacy Officer:

- Act as the Privacy Officer for Parkbridge working with internal and external resources to perform the responsibilities of this role.
- Develop, implement and manage the framework to ensure compliance with federal and provincial legislation relating to privacy including the federal Personal Information Protection and Electronic Documents Act (“PIPEDA”), and Canada’s Anti-Spam Law (“CASL”).
- Generate and deliver regular reports that may be provided to executive leadership, the Audit Committee and the Board of Directors through collaboration with management.

Insurance Programs:

- Manage third-party insurer relationships.
- Insurance programs include: Property, General Liability, Business Interruption, Directors and Officers, Marina Operators, Course of Construction, Wrap Up Liability.
- Lead renewal and on-going design/maintenance of all PRK insurance policies (both blanket and property specific) for existing and recently acquired properties. Requires development/maintenance of databases capturing key insurance metrics (insured values, business interruption calculations, development project exposures, etc.).
- Review all liability insurance claims, and act as a liaison with Insurers.
- Review of blanket program for course of construction and wrap up liability programs across development projects. Evaluate risks associated with all third-party contractor relationships. Evaluate pollution-related risks on an on-going basis.

Required Experience:

- Relevant post-secondary degree, ideally with a professional designation, desired or combination of education and related work experience.

- Minimum of 5 years' compliance, enterprise risk management, audit, or related experience.
- Hands-on experience in developing and implementing compliance management programs.
- Experience with providing reports and making presentations to a Board of Directors would be an asset.

Required Skills:

- Strong knowledge of internal audit standards and/or Enterprise Risk Management program development and management.
- Excellent communication/influence skills, including reports; presentations; group facilitation skills; ability to develop professional relationships; and networking internally/externally.
- Strong analytical skills and proven written and verbal communication skills; must be comfortable with both quantitative and qualitative material and an ability to analyze information from multiple sources.
- Maturity of judgment and decision making related to risk management and internal audit.
- Proven cross-functional management and leadership skills; ability to partner effectively across all levels of the organization and develop positive working relationships.
- Advanced PC/systems skills including proficiency with Microsoft Word, Excel and PowerPoint.
- Able to manage and execute multiple complex projects within required timelines and expectations.
- Executive presence with internal partners and external constituents, as necessary.
- Ability to work independently in a continuously changing environment.
- Inquisitive nature, resourceful, and ability to seek out information.
- Energetic and positive demeanor.

Interested candidates may submit a curriculum vitae with a covering letter to careers@parkbridge.ca

Successful candidates will be contacted for an interview.