

**TITLE:** RISK MANAGEMENT CONSULTANT

**CLASSIFICATION:** BAND 2

**MINISTRY:** MINISTRY OF FINANCE - PROVINCIAL TREASURY

**WORK UNIT:** RISK MANAGEMENT BRANCH

**SUPERVISOR TITLE:** DIRECTOR, CLIENT SERVICES (BAND 4)

**SUPERVISOR POSITION #:** 00008601

*The Risk Management Branch and Government Security Office (RMB) is accountable for managing the risks to which the provincial public sector is exposed by virtue of its assets, programs and operations and includes responsibility for risk mitigation, risk financing, risk identification and transfer and risk management consulting and advising. RMB has four major roles: program development and delivery, central agency authority including policy development, claims and litigation management, and consulting and advisory services.*

*The Core Government and Crowns team (CGC) plays the lead role in the interface between RMB and its ministry and government corporation clients by way of its risk management consulting services. The team also leads in developing, delivering and coordinating enterprise risk management (ERM) programs to ensure that ministries, government corporations, and related agencies and programs take a structured and disciplined approach to managing their risk exposures.*

## **JOB OVERVIEW**

The Risk Management Consultant proactively influences the development of best risk management practice by providing risk management advice to ministry and government corporation clients from the perspective of enabling clients to take advantage of opportunities while mitigating risk and assuming accountability for losses. Activities include reviewing and recommending indemnities for approval, risk allocation language in non-standard contracts, developing and implementing risk management and risk financing strategies (including self-insurance) based on the analysis of underlying risks, and developing and delivering risk management training programs.

## **ACCOUNTABILITIES**

### **Leads consistent risk management processes and practices across ministries and government corporations:**

- Proactively influences, develops and communicates risk management policy, tools and best practice by providing risk management and insurance advice and risk management consulting to assist staff and senior management in strategic, procurement and other initiatives. Works in concert with client executive, senior staff, project managers, procurement advisors and clients' legal counsel to inform their decisions. Consequences of inaccurate or incomplete advice are wide ranging and have financial and precedent setting implications.
- Works with clients to review and discuss current risk management issues including new or changing legislation, plans and business objectives, or claims exposures/loss history. Participates in or facilitates client or corporate working groups for programs, plans, and projects to identify and assess clients' risks. Assists clients in determining optimal risk allocation and recommends changes and amendments for continuing and new initiatives. Provides interpretive risk management advice and recommendations with respect to a client's operational practices and procedures.

- Designs, develops or updates and delivers customized client education resources, such as formal presentations / workshops and forums, informal presentations, communication strategies, publications and other reference / resource materials, thus creating consistent approaches to risk management across client bases, and reducing overall cost of risk to clients.
- Assist clients and legal counsel with the development of standardized contract language with respect to risk allocation. Reviews non-standard agreements and procurement documents to provide advice and recommendations on appropriate insurance, securities, indemnity, limitation of liability, and other terms respecting allocation of risk. Contracts require thorough analysis in order to assess the incremental contingent liability to the province.
- Reviews, analyses, suggests alternate wording, and recommends for approval to the Executive Director indemnities given by ministries and government corporations in accordance with the *Financial Administration Act* and regulations.
- Provides advice and support for risk financing solutions for clients including commercial insurance and self-insurance options. Develops, implements, supports and provides advice on RMB risk financing programs such as Master Insurance Program, Stewardship Partners Insurance Program, Appointee Indemnity Program, Directors Indemnity Protection Program, Crown Corporation Insurance Programs.
- Prepares briefing materials, decision notes, reports and other correspondence.
- Maintains current technical and case law knowledge of risk management, insurance, securities and loss control issues and trends. Maintains current knowledge of client business operations and programs comprising a broad range of subject areas.
- Ensures effective information sharing by applying sound knowledge management. Participates in team and RMB meetings including providing input at planning meetings.
- Establishes, builds, and maintains relationships with clients, experts, and other stakeholders and promotes the services of RMB. Represents RMB and the Province by presenting or participating at national or international conferences and other forums.
- Serves as branch representative or alternate representative for the Director on various committees.

## **JOB REQUIREMENTS**

*This role is suited to a service-oriented multi-tasker with a positive, inquisitive attitude who takes initiative, learns quickly, thrives on continuous learning, has meticulous attention to detail, and is an excellent communicator.*

### **Education/Experience:**

- Bachelor's degree plus minimum 3 years of any risk management discipline or insurance industry experience, or an equivalent combination of education and related experience.
- Demonstrated experience applying risk management methodology to perform risk analysis (in any capacity) to resolve issues.

**Preference may be given** to candidates with:

- A professional designation related to any risk management discipline or insurance. (The successful candidate will be required to obtain the Canadian Risk Management designation if they do not have this qualification prior to hiring.)
- Experience with construction, commercial, or other specialty insurance products.
- Experience in one or more of the following: business analysis; emergency management or business continuity planning; proactively identifying, assessing and managing operational risk; project management; procurement; contract management; contract law; group facilitation.
- Some experience working in a public sector environment.

Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position**).

### **Skills/Abilities:**

- Demonstrated ability to communicate with, and establish and maintain effective working relationships and partnerships with, stakeholders at various levels including senior executives.
- Excellent written and oral communications skills including the ability to write, edit, and present a range of written and visual materials.
- Good group facilitation and presentation skills with a demonstrated ability to explain complex concepts in plain language to diverse audiences of various sizes.
- Excellent attention to detail, organizational skills and an ability to handle a number of complex issues simultaneously.
- Demonstrated ability to research, analyze and synthesize complex issues or subjects.
- Ability to learn new skills and concepts quickly.
- Ability to work independently and as part of a team.
- Ability to interpret and apply legislation, policy and procedures.
- Ability to maintain confidentiality.

## **BEHAVIOURAL COMPETENCIES**

**Communicating Effectively** involves good presentation skills (verbal and written), careful listening, problem framing and use of presentation technologies.

**Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation, and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.

**Business Acumen** is the ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires an awareness of business issues, processes and outcomes as they impact the client's and the organization's business needs.

**Customer/Client Development** involves the genuine intent to foster the learning or development of a diverse clientele. "Customers/clients" include the public, internal clients, colleagues, partners, co-workers, peers, branches, ministries/agencies and other government organizations.

**Information Seeking** is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.

**Expertise** includes the motivation to expand and use technical knowledge or to distribute work-related knowledge to others.

**Flexibility** is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.

## **Risk Management Consultant – Band 2**

Requisition #: 47371

Department: Ministry of Finance

Ministry Branch / Division: Risk Management Branch/Provincial Treasury

Location: Victoria

Job Type: Regular Full Time

Category: Leadership and Management

URL HyperLink to Apply:

<https://search.employment.gov.bc.ca/cgi-bin/a/highlightjob.cgi?jobid=47371>

For complete details about this opportunity, including accountabilities, please refer to the attached job Hyperlink above. For specific position related enquiries, please contact [Karen.Thompson1@gov.bc.ca](mailto:Karen.Thompson1@gov.bc.ca).