



**THE CORPORATION OF THE CITY OF NORTH VANCOUVER
INSURANCE AND RISK ADVISOR
Regular Full Time**

The City of North Vancouver is the urban core of the beautiful North Shore and has a long-term vision to be "The Healthiest Small City in the World", with five key priorities to be a City for People, a Liveable City, a Vibrant City, a Connected City and a Prosperous City.

The Finance Department is looking for a regular full-time Insurance & Risk Advisor to join their team.

This is a specialized position in insurance and claims administration and the provision of risk assessments and recommendations for the City. You will be involved in investigating and evaluating claims information in terms of liability and reasonableness and negotiating settlements with claimants and seeking guidance from adjusters where appropriate. You will implement a comprehensive risk management program by facilitating in the identification of risk throughout the organization, and monitoring and reporting them for City operations, properties and events. You will make recommendations to avoid, reduce or transfer the City's risk and provide them to departments for review and implementation.

Other responsibilities will include evaluating the adequacy of the City's insurance coverage levels, assessing potential operational/property/event hazards and risks, coordinating the renewal and placement of the City's insurance policies and assisting with the selection of insurers and determining insurance specifications for contracts, tenders, contractors and third parties. You will also perform duties related to purchasing such as maintaining the City's fleet insurance portfolio and coordinating the processing of vehicle changes with fleet broker; updates vehicle inventory and insurance files.

You will have sound related work experience, supplemented by courses in risk management and insurance leading to a Canadian Risk Management (CRM) designation or a Chartered Insurance Professional (CIP) designation, or an equivalent combination of training and experience. You will have considerable knowledge of insurance, underwriting, claims exposure and settlement principles and practices, together with insurance market conditions, pricing, business conditions and statutory regulations. Knowledge of City properties, assets and activities would be a strong asset. Excellent communication, negotiation and interpersonal skills are necessary to establish and maintain effective working relationships with a variety of internal and external stakeholders. You will also have proficiency in Microsoft Office and a valid Class 5 BC Driver's License.

Salary:

\$36.39 to \$42.96 per hour
(Pay Grade 23 – January 2021 rates)

Hours of Work:

The City of North Vancouver currently works on a compressed work schedule of 8:30 a.m. to 5:00 p.m., Monday to Friday, with one scheduled day off (Monday or Friday) approximately each three-week scheduling cycle.

If you are passionate about making the City of North Vancouver an even greater place to live, work and play, Apply on-line through the Career Portal at www.cnv.org by **Wednesday, February 10, 2021**.

Thank you for your interest in the City of North Vancouver.

Posting: 2021-0015

January 25, 2021