

RISK & CLAIMS ANALYST POSITION:

Reporting to the Risk Manager the Risk & Claims Analyst will assist in the implementation of the Risk Management program designed to eliminate and reduce risk; the placement of required insurance coverage; and to coordinate the insurance claims process for the municipalities in the Waterloo Region Municipalities Insurance Pool (WRMIP). You will prepare loss analyses; identify exposures and recommend solutions; promote loss prevention; perform risk management training; and assist in the supervision of the WRMIP's Support Staff.

MAJOR RESPONSIBILITIES:

Assists the Risk Manager with the WRMIP's Risk Management Program including the placement of required insurance coverage. Reviews programs, contracts, leases and tenders dealing with corporate liability and insurance requirements and ensures that the proper contractual risk transfer mechanisms are in place and that the potential liabilities in such programs and contracts are known. Reviews Special Events, Lessor/Renter Program and evaluates risk components relating to new activities.

Assists in the coordination of the WRMIP's insurance claims process. Adjusts and settles property damage claims within assigned limits of authority and in compliance with the WRMIP's claims administration and litigation manual procedures. Assigns bodily injury claims to the Pool's Claims Investigator and Loss Control Inspectors and outside adjusting firms as required. Assigns claims to outside legal firms. Coordinates the gathering of evidence for claim defence lawyers from departmental sources. Reviews claim incidence with Municipalities' internal departments to reduce or eliminate severity and/or frequency of future losses. Obtains direction and reports to Pool's Risk Manager on outstanding claim litigation. Responsible for coordination of the property inspection program and perform risk management presentations to staff, committees, user groups and Council.

Assists with the supervision of two full-time Administrative Assistants and two full-time Claims Investigator & Loss Control Inspectors, with responsibility for assigning and checking work as required. Perform other duties as assigned.

QUALIFICATIONS: (Skills and Education)

Attainment of a professional designation from the Insurance Institute of Canada, Chartered Insurance Professional (C.I.P.), and/or the Canadian Risk Management Diploma (C.R.M.) combined with a minimum of ten (10) years of progressively responsible experience in the municipal risk management field and/or corporate risk management services.

Negotiation, analytical and problem solving skills are required. Ability to organize and coordinate these components, classify work required to achieve goals and objectives.

Thorough knowledge of the principles, practices, and theories of the risk management process, claims process, insurance legislation, and civil law.

A high level of negotiation and interpersonal skill is required when dealing with occasionally irate or angry public regarding claim settlements.

Leadership, human relations and communications skills in order to manage, develop, motivate and support supervised staff in achieving short and long-term objectives and participate as an effective team member.

Proven skills in the use of a personal computer and various related business software.

Ability to write reports, letters, memorandums about exposure to risk, loss prevention, insurance matters and settlements.

Ability to present issues and deliver verbal presentations.

Ability to plan, facilitate and present Risk Management Seminars on various subjects internally to the staff of the WRMIP's municipalities, associations, Municipal Council and externally to outside professional organizations.

A valid Ontario driver's license and use of own automobile for occasional business travel is required.

COMPENSATION:

Compensation commensurate with qualifications and experience to \$100,625 and includes a generous benefits package.

APPLICANTS:

Qualified applicants are invited to forward their applications by February 20, 2019 to the attention of David Stockdale at david.stockdale@kitchener.ca.