



VACANCY POSTING

POSTING #: NU-2022-06 Posting Period: March 3 – 21, 2022	EMPLOYEE GROUP: Non-Union POSITION STATUS: Permanent Full-Time Hours worked per week: 35
Position: Supervisor, Risk Management & Legal Services Grade: 8 Wage Range: \$85,931 - \$96,661 / annum (Jan 2022)	Department / Division: Corporate and Social Services / Legal and Support Services Location: Cayuga, ON

Haldimand County is a single tier municipality with a population of 46,000, with diverse urban and rural communities, affordable housing and outstanding quality of life. We are seeking an individual for the Supervisor, Risk Management and Legal Services position who is energetic, organized, and enjoys challenges. Getting things right, attention to detail, ensuring quality and standards are met are important factors in this position. The ideal incumbent will be a logical and systematic, methodical, dependable and a self-starter with a corporate mindset.

Haldimand County strives to support the work / life balance of our employees and offer competitive salaries, flexible working hours, free parking, OMERS pension plan and so much more.

PURPOSE OF POSITION:

Reporting to the Manager, Legal & Support Services the incumbent will:

- be responsible for the Corporation's risk management, and legal support services as follows:
 - Risk Management Program
 - General Insurance Program, including third party interests (Landfill, Community Halls, Facility Users, Special Events, etc.)
 - Insurance Claims Management (internal and external)
 - Legal Services Administration
 - Agreements/Contracts: due diligence review, renewal registry monitoring
 - Litigation matters filed against Corporation (except employment-related)
 - Legal Services Coordination
- Provide supervision and guidance to assigned staff, as well as advice to staff in other Divisions, related to the policies and processes associated with the above activities
- Supervise relevant staff and coordinate the services of the Provincial Offences Administration & Court, in compliance with the Memorandum of Understanding, Provincial Statutes, as well as the policies and procedures of the County. Oversee and analyze revenues and expenditures as they relate to Provincial Offences.

EDUCATION & EXPERIENCE

- Community College diploma relative to area of responsibility (law, risk management, insurance, public administration, business)
- The following courses or certifications would be an asset:
 - Canadian Risk Management (CRM) designation
 - Chartered Insurance Professional (CIP) designation

- Municipal Law Courses from AMCTO or equivalent

PLUS

- More than five years current related experience in a public sector environment, including supervisory experience, preferably related to risk management, municipal insurance, and/or legal services.

Or equivalent to the above.

KNOWLEDGE & SKILLS REQUIRED:

- Good understanding of municipal government, its operations and services and legislation that affects the position's responsibilities
- Sound technical knowledge relative to accountabilities, specifically:
 - extensive knowledge of public sector insurance, claims handling and litigation processes
 - solid understanding of public entity risk management and contracts/agreements
 - solid understanding of Provincial Offences Administration and Court
- Demonstrated project and people management skills
- Leadership skills to provide guidance and direction to assigned staff; to motivate staff to direct their efforts and skills toward achievement of work project objectives; to encourage the development of staff skills, knowledge and abilities and in doing so create a constructive, results-oriented work environment
- Interpersonal skills to establish and maintain relations with others and to resolve complaints / disputes / issues
- Proven ability to apply good judgment / discretion in confidential and / or sensitive matters
- Strong communication skills (listening, writing, verbal) to receive and /or convey complex information and to ensure solid understanding of process / project requirements and work guidelines
- Financial management skills in relation to budgets, insurance claims, legal contracts and litigation, POA revenues and arrears
- Time Management / organizational skills to identify priorities, re-arrange work, if required, to meet identified deadlines and to effectively manage projects as assigned
- Valid Ontario Drivers license and access to a reliable vehicle.

COMPUTER EXPERTISE:

Level 4 - The incumbent must possess a combination of intermediate and advanced computer skills scored at 65% or higher for Outlook and at least one of Word / Excel / PowerPoint to ensure their

- proven ability to use desktop or department / division specific software packages on their own or combine information from different software packages to get the desired result
- solid understanding of the software to enable the incumbent to know the best tool to do the job efficiently
- knowledge to utilize software to develop quality reports, professional looking presentations, publications and/or to develop complex spreadsheets for analysis or presentation of data (including use of formulae).

Accountabilities / Tasks

Include, but are not limited to, the following:

- Be responsible for the administration of the Risk Management and General Insurance Program and assist in its development
- Coordinate general insurance contract specifications, policy requirements, etc. ensuring appropriate coverage is in place; including working with other Divisions to ensure a common insurable asset database is maintained for Corporate use
- Coordinate recreation affiliate insurance policies, community hall and special events policies, facility user insurance programs and other policies as required
- Administer the self-insurance program, including the: review, investigation, analysis, recommendation for denial/settlement of claims; payment of deductibles; and monitoring and reporting of claims costs on a regular basis
- Analyze financial data and insurance statistics to ensure adequate funding/costing of self-insurance program through the Insurance Reserve and make recommendations to management
- Allocate internal and external insurance costs to County Divisions; assist with preparation of annual budget as it relates to insurance, risk management, legal services and POA
- Coordinate the investigation, processing and defence of insurance claims by liaising with the insurance carrier representatives, insurance adjuster, solicitors and County staff

- Coordinate witnesses and/or attend examinations for discovery hearings, mediations, settlement conferences and legal proceedings on behalf of the County as required
- Represent the County as applicable at Small Claims Court for insurable or self-insured claims
- Direct and provide instruction to insurance adjusters on settlement of claims within County's authority under relevant insurance policies and programs
- Ensure the administration of the *Provincial Offences Act* (POA) court including staffing, scheduling, facility requirements, etc. is in compliance with the Memorandum of Understanding (MOU) and relevant legislation
- Complete and submit annual POA audit report to the Ministry of the Attorney General as per MOU requirements
- Administer the enforcement of unpaid POA fines through oversight of collection initiatives
- Prepare Requests for Proposal as required for POA administration and prosecutorial services
- Prepare/review Council reports regarding litigation matters, insurance claims statistics and POA matters
- Analyze business/operational practices from a risk management perspective; assess probability and severity of potential losses; recommend corrective action; develop and assist in implementing strategies to prevent/minimize losses
- Assist management staff with budget preparation and monitor financial status for assigned projects taking appropriate actions to ensure adherence to the approved budget
- Review corporate documents (agreements, leases, reports, etc.) for appropriate language as it relates to risk management, insurance and legal aspects
- Oversee the maintenance of claims management systems and other electronic and manual data related to risk management, insurance, POA and legal services
- Provide advice to Council, Senior Management, County Department/Division staff as it relates to risk management, insurance and POA matters
- Contribute to the development of appropriate policies and procedures relative to risk management, insurance and POA
- Research and prepare/draft documentation to / for management staff on current projects, conditions, issues, making recommendations as required; may be required to present information at public meetings, Council meetings, staff meetings and to the underwriters
- Participate as a member of the Vehicle Accident Review Committee for the County including preparation of reports to senior management, making recommendations as required
- Provide supervision to Risk Management, Legal Services and POA staff including recruitment and orientation, staff development, team building and addressing performance issues
- Apply sound human resource management practices (recruitment, staff development and performance evaluation) in accordance with approved policies to ensure an effective team
- Provide guidance to staff; ensure they have a clear understanding of the work to be completed and the processes and procedures to follow (result: completion of all work within identified timeframe and budget)
- Represent the Department / Division at relevant meetings
- Establish and maintain relationships with counterparts in other municipal governments, and ensure cooperative relations with Staff
- Maintain confidentiality related to legal, claims and POA matters
- Undertake tasks / work assignments as directed by Manager or designate

All Haldimand County employees are expected to:

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

This position requires:

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| - a current (within the past 6 months) Police Check | YES – OPP LE 219 or equivalent |
| - a pre-hire physical | NO |
| - COVID-19 vaccine (must be fully vaccinated) | YES |

County employees who are interested in applying for this position must complete the **EMPLOYEE APPLICATION FORM** and submit the completed form together with a resume and covering letter as appropriate in confidence to Human Resources by 4:30 p.m. on the last day of this posting.

AN EQUAL OPPORTUNITY EMPLOYER

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

As per current Legislation, if it is determined that those employees with priority placement status are suitable for this job, before a selection decision has been made, this competition may be cancelled.