

POSITION PROFILE

Manager, Insurance and Risk Management

February 2010

Legal Services

The Legal Services Division is comprised of several different components, including the Municipal Solicitor, Risk Management & Insurance, and POC Prosecutions. Legal Services provides legal services to Council, local boards and municipal administration. It prepares legal opinions for the guidance of Council and municipal administration and represents the Municipality before the Courts and Administrative Tribunals. It also prepares by-laws, agreements, contracts and buys and sells property for the Municipality. The department consists of four full-time staff and one part-time staff.

The Community

Chatham-Kent is a single tier municipality created in 1998 with the amalgamation of 23 municipal entities including the former City of Chatham and former County of Kent. With a current population of 107,340 spread across an area that is 2,494 square kilometres, there is a challenge to create a sense of unity and provide services to both rural and small urban centres, each with unique needs and located miles apart. Chatham-Kent is committed to reaping the benefits of economies of scale in providing municipal services but at the same time is committed to respecting the heritage and supporting the distinct communities within its borders. In 2001, a Community Strategic Plan was developed with the assistance of 400 citizen volunteers from across Chatham-Kent. To this day the document is the basis for decisions made about the community's future.

Chatham-Kent is located in the heart of south-western Ontario and enjoys one of Canada's most temperate climates. This rural-urban municipality borders both Lake Erie and Lake St. Clair; local residents and tourists alike flock to these waterways to enjoy many water-related pleasurable pastimes including boating, water-skiing and world-class fishing. The area is also fortunate to have two of the Province's most spectacular Provincial Parks -- Rondeau and Wheatley. The region's economy is based largely on the agricultural and manufacturing sectors, and is complemented by a growing service/commercial sector. Chatham-Kent is positioning itself for growth by focusing on green energy and emerging manufacturing technologies and is supported by two post-secondary educational institutions, the University of Guelph's Ridgetown Campus and St. Clair College of Applied Arts & Technology. Highway 401 intersects Chatham-Kent at several points and, as such, residents can readily access neighbouring communities such as London, Windsor and Sarnia/Detroit within a one hours' drive, and are only three hours away from Toronto.

The Position

The Manager, Insurance and Risk Management, is responsible for establishing and implementing the short and long-range organizational objectives, policies and procedures for the Risk Management and Insurance Program including coordination of general insurance contract specifications and policy requirements.

The position is also responsible for:

- Administration of the Municipality's self-insurance program including the review, investigation, analysis and denial or settlement of claims, payment of deductibles and monitoring, analysis and reporting of claims activity and costs on a regular basis
- Responsible for management of all litigation, including all insurance matters for the municipality, as follows:
 - Intake of claims
 - Referral of appropriate claims to insurance adjuster
 - Liaise with insurance adjuster, insurer and outside counsel as required
 - Manage outside counsel
 - Prepare court and related documents for litigation files
- Manage and be responsible for ensuring that all reported incidents/accidents are processed in an efficient and timely manner
- Actively promote effective risk management "best practices" within the municipality regarding insurance issues, identify areas of risk and develop strategies, including conducting risk management awareness and educational training programs
- Responsible for insurance policy administration, renewal and negotiation
- Represent the Municipality in insurance litigation matters not referred to outside legal counsel
- Provide assistance with real estate and contracts files as required
- Represent the Municipality in prosecutions at the Provincial Offences Court as required when regular prosecutor is unavailable
- Assist Director, Legal Services with legal research and legal memorandum

Qualifications

The preferred candidate will be a Lawyer eligible to practice law in Ontario, with a minimum of 2 years experience in a legal environment, primarily in insurance and municipal liability law, OR an insurance professional with a Certificate of Risk management (CRM) designation and a Chartered Insurance Professionals (CIP) or Fellow Chartered Insurance Professional (FCIP) designation.

Experience with court procedures in civil and POA courts.

Experience with managing insurance and other litigation legal files.

Experience in court appearances at Small Claims Court (SCC) and Provincial Offences Court (POC) preferred.

Working knowledge of contracts, insurance policies, and claim management.

Experience in managing risk management programs.

Experience in providing training and reference materials related to risk management.

Experience in providing training and materials in a professional environment.

Knowledge of and experience in real estate and contract law, including use of electronic registration, real estate documents and public procurement process.

Qualifications continued:

Ability to conduct legal research using electronic resources, and experience in preparing legal memorandum.

Proficient in MS Office programs, and electronic legal research systems.

Demonstrated oral and written communication skills; excellent time management skills.

Because of the environment this position will be working in, the successful candidate will be required to furnish an original Police Information Search (criminal reference check) prior to commencement of employment.

Remuneration

The salary range for the position is currently from \$76,893 to \$90,659 (grade 11 of the 2010 non-union full-time compensation plan). Participation in the OMERS pension plan is mandatory. The Municipality offers a comprehensive benefit package, including long term disability and an extended health plan.

For More Information

For further information about the Municipality of Chatham-Kent, consult the web site at www.chatham-kent.ca.

For more information, you may contact Donna Jaques, Director, Legal Services/Solicitor, at 519 352 8401 ext. 3800 or donnaja@chatham-kent.ca

To apply

Resumes should be results-oriented, concentrating on achievements rather than simply on responsibilities. Resumes should relate candidates' experience and interest to the specific challenges described for this position. A Career Profile must be included with your resume.

Applications must be received no later than 4:30 p.m. on Friday, March 26, 2010
and should be addressed to:

Attn: Cathy J.E. Hoffman, MPA, CHRP, CMMIII
Director, Human Resources & Organizational Development
Municipality of Chatham-Kent
315 King Street West
P.O. Box 640
Chatham ON N7M 5K8

E-mail address: Ckresume@chatham-kent.ca
Fax: 519.436.3237

Interest in this position is sincerely appreciated; however, only those applicants to be interviewed will be contacted.