

<b>DEPARTMENT:</b>	<b>Finance - Purchasing</b>	<b>STATUS:</b>	<b>Auxiliary</b>
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>CUPE, Local 387</b>
<b>HOURS OF WORK:</b>	<b>35 hours per week (M-F)*</b>	<b>SALARY:</b>	<b>\$34.96 - \$41.16 per hour plus 12% in lieu of all benefits</b>

The Finance department has an exciting opportunity for an Insurance and Risk Advisor. You will maintain the City's insurance portfolio, settle related claims, and provide risk assessments in response to specific issues. You will negotiate settlements with claimants and seek guidance and assistance from the Manager of Legal Services, independent adjusters, and external lawyers where appropriate. You will also evaluate the adequacy of the City's insurance coverage levels; arrange and monitor annual risk assessments, assess and make recommendations for potential hazards and risks for specific operations, properties, and events; provide advice and guidance and liaise with internal and external contacts.

**If you have the following characteristics and qualifications, we want to hear from you!**

- You have completed grade 12, have taken courses in insurance and hold a certificate in Canadian Risk Management plus sound related experience, or an equivalent combination of training and experience acceptable to the employer.
- You have knowledge of municipal properties, assets, and activities.
- You have sound knowledge of insurance underwriting and claims exposure and settlement principles and practices together with insurance market conditions, price trends, business conditions and statutory regulations affecting insurance.
- You are a skilled communicator, investigator, evaluator, and negotiator, and have the natural ability to successfully engage and develop working relationships with a variety of internal and external contacts.
- You have a proactive approach and an eye for reviewing operational activities, proposed agreements, properties and events, to evaluate risks and hazards and to recommend actions to municipal staff.
- You have the drive to continually make improvements by analyzing and evaluating claims histories, and insurance needs and coverage.
- You are proficient in Microsoft Office.

\*These positions are anticipated to work 35 hours per week to help support departments in need of temporary support. Hours per week may be adjusted due to operational requirements.

Apply by sending your **cover letter and resume in one document** quoting the competition number, by April 27, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca) using the following format in the subject line: **LAST NAME First Name #22-78**

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.*

*New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.  
This position is only open to those legally entitled to work in Canada.*