

Posted on July 3, 2018



Director - Risk Management

St. Francis Xavier University is a top-ranking Canadian university. We are seeking a Director - Risk Management. Reporting to the Vice President, Finance & Administration, the Director - Risk Management is responsible for development and oversight of a comprehensive risk management framework for the University. The position has responsibility for Occupational Health & Safety, Safety & Security Services and Emergency Response. The Director -Risk Management develops specialized resources and provides expert advice to support risk management decision making throughout the University on matters impacting the safety and security of the University community and its assets.

The salary for this position is under review. The position will be full time, permanent, at 37.5 hours/week.

Responsibilities:

- Provides leadership, sets standards and develops plans and processes to ensure the effective delivery of services and programs to support risk and threat assessment, emergency management and response, crime and workplace violence prevention, security systems and planning, investigations, communications and community liaison and due diligence
- Develops and implements a University Emergency Awareness, Preparedness and Response Plan
- Acts as the University Emergency Officer responsible for the leadership and coordination of emergency response on campus.
- Develops and implements policies and procedures for all aspects of Occupational Health and Safety as mandated through the regulatory process by the Government of Nova Scotia.
- Provides security risk and threat assessment expertise designed to inform senior management and executive decision making and planning
- Develops and maintains relationships with the University Community, Town of Antigonish, external agencies and other universities to form alliances that can assist the University in protecting its students, staff, faculty and interests
- Writing policies and procedures to support Health, Safety and Risk Management program;
- Monitor and evaluate, from a risk perspective, the programs and services provided to the University by contractors/suppliers.

Qualifications/Skills:

- Undergraduate degree or specialized training in Business Management, risk management or a related discipline, or equivalent.
- Seven (7) years management experience in risk management, occupational health and safety, security, and emergency response.
- Specialized training in risk management, occupational health and safety, security and emergency response.
- Knowledge of occupational health and safety and due diligence; knowledge of risk management and loss prevention initiatives.
- Demonstrated ability to work collaboratively in design and delivery of risk management functions.

A review of applications will begin on Monday, July 23rd and will continue until the position is filled. To express your interest in this role, please send a cover letter and CV in confidence to:

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Human Resources
St. Francis Xavier University
Email: careers@stfx.ca

Only those selected for an interview will be contacted. Preference will be given to Canadian citizens and permanent residents. StFX respects diversity and welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, members of sexual minority groups.

