

<u>Position Title:</u>	Operations Officer
<u>Program:</u>	New Order of Risk Management (NORM)
<u>Reports To:</u>	Ed Furman, Director, Risk and Insurance Studies Centre (RISC)
<u>Contract Term:</u>	1-year with possibility of extension
<u>Hours of Work:</u>	35 hours per week
<u>Annual Salary:</u>	\$80,000 with extended health benefits

This full-time role is based in York University's Keele Campus and requires attendance in-person 5 days a week.

JOB OVERVIEW:

RISC, chartered by York University Senate in 2018, has evolved into a global interdisciplinary Think-Tank in the field of Risk Management and Insurance, a leader in knowledge creation and mobilization, a builder of/magnet to new talent to become the risk leaders of tomorrow, and a credible partner to for- and non-for-profit organizations, NGOs, IGOs, and regulatory authorities. During the five years since inception, RISC Members (~ 50 professors across York University, University of Toronto, Waterloo, Western, and University of British Columbia, as well as from a number of other universities outside Canada) have secured > \$11 M in Research Funding, > \$1 M in Curriculum and Experiential Education funding, and established enduring and active partnerships with, e.g., Aviva Canada, Canada Life, CANNEX Financial Exchanges, Milliman, Sun Life Financial, Wawanesa – in the for-profit space; e.g., PACICC, RIMS, Spencer Educational Foundation, and the International Labour Organization in the United Nations – in the non-for-profit space.

The Operations Officer will be reporting directly to the Director of RISC and will lead all operational aspects of the “New Order of Risk Management” or succinctly “NORM” program of the Centre towards optimal fulfilment of Centre’s strategic agenda. We are looking for an experienced, charismatic, energetic quick-learner willing/able to work with a diverse body of stakeholders from around the globe with the goal of making a lasting change towards a safer and more sustainable future for everyone in Canada and beyond.

MAJOR DUTIES:

(Research) Project Management, including support in securing (research) funds

1. Oversees all aspects of (research) program/project management, building and maintaining a cohesive and motivated team that works in an environment that is flexible, adaptable and open to continuous change;
2. Identifies and oversees program/project plans and schedules timelines, milestones, and deliverables and troubleshoots problem areas;
3. Works with RISC Coordinator and with respective York departments to ensure that all work and use of the budget is carried out in accordance with York University policies and the guidelines of the (granting) agencies of relevance;
4. Acts as the liaison with various stakeholders to build and maintain a positive working relationship;
5. Initiates, develops, and maintains effective consultative and collaborative relationships with key offices, academic programs and services within York University and beyond;

6. Acts as contact for strategic NORM activities externally: interacts with government personnel, think-tanks, non-governmental organizations, advocacy groups, public sector organizations, international agencies, and other potential contributors;
7. Liaises closely with RISC partners to strengthen capacities for developing and carrying out projects and facilitates, alongside RISC Coordinator, the needs of financial reporting;
8. In co-operation with the Director and Deputy Director of RISC, manages fundraising. Monitors calls for proposals and other funding opportunities. Identifies RISC Members for possible collaboration on topics of strategic interest for RISC and facilitates these collaborations;
9. In co-operation with the Director and Deputy Director of RISC, manages preparation and submission of new grant proposals;
10. Develops, implements, and tracks indicators of program/project success.

Research Management

1. Provides support to the research application and administration process as requested by the Director and Deputy Director of RISC;
2. In conjunction with the Director and Deputy Director of RISC, implements schedules for Center's NORM activities;
3. Organizes and maintains research information, including confidential materials and data;
4. Arranges and attends NORM related meetings, takes minutes, and ensures the preparation and distribution of meeting notes and supporting documents;
5. Alongside RISC Director, Deputy Director, and Coordinator, organizes NORM and NORM-related events including conferences, workshops, and colloquia, leads the preparation of event materials;
6. Responsible for being knowledgeable about relevant collective agreements, York University human resource policies and practices and employment related legislation and managing project staff effectively and in compliance of same;
7. Responsible for other managerial duties as assigned by RISC Director.

Budget and Resource Management

1. In co-ordination with the Director, Deputy Director, and Coordinator of RISC, plans operational and special project budgets to ensure that expenditures are managed within overall available budget;
2. Advised by RISC Director, guides RISC Coordinator as to the preparation of the interim and final financial reports on the research centers affiliated with RISC's NORM program;
3. Actively seeks and realizes opportunities for new - both external and internal - revenue streams and maintains existing revenue streams of NORM related research;

Advancement, Communications, and Knowledge Mobilization

1. Liaises with RISC's NORM partners – both external and internal – in order to promote RISC's agenda, achieve RISC's strategic goals, help advance RISC's special projects by attracting in-cash and in-kind support;
2. Oversees/helps prepare material for public dissemination in accessible and lay language forms;
3. Facilitates knowledge transfer to stakeholders, users, peers and project teams through training, guidance, information, documentation and sharing of best practices and lessons learned;
4. Prepares documents (e.g., drafting reports, recommendations, research papers, summaries). Prepares, under the guidance of the Director of RISC, the Partner Contribution Statement, Milestone Report, Annual Contribution Summaries, Mid-Term Report and Final Partnership Achievement Report for all NORM and NORM-related projects;

5. In coordination with the Director of RISC, develops and submits reports to other funders as required, including coordinating ethics reviews.

Executive Administrative Support for RISC Director

1. Provides administrative support to enable operations of NORM activities.

QUALIFICATIONS:

Education

University graduate degree with research thesis/dissertation is required; PhD degree would be a strong asset. Education in Project Management or at least one year of project management experience, preferably in an academic environment, is required.

Minimum of 3-years recent experience in grant management, academic program management or top-level research administration role in an institutional (post-secondary, agency, government) setting.

Skills and Experience

- Experience liaising with senior level administrators in academic, government
- Demonstrated sourcing experience, e.g., call for proposals, partnership opportunities, stakeholder engagement
- Demonstrated experience in providing support to major academic committees
- Experience managing staff
- Experience with event organizing is a strong asset
- Financial management skills in preparing financial reports and financial forms
- Knowledge of University policies and procedures, governance structures, as well as research project processes a strong asset
- Fundraising experience is a strong asset
- Ability to work in a fast-paced environment with conflicting priorities
- Excellent oral and written communication skills
- Advanced proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Ability to maintain confidentiality and communicate with tact and diplomacy
- Strong organizational and time management skills
- Ability to think critically and exercise decision making

Application Instructions:

Please email your cover letter and updated resume to [hiring@riscyu.org](mailto: hiring@riscyu.org) and reference “RISC Operations Officer” in the subject line.