



TOWN OF STRATHMORE

JOB DESCRIPTION

JOB INFORMATION	
Position:	Legal & Risk Management Coordinator
Reports To:	Director, Strategic, Administrative & Financial Services
Position Type:	<input checked="" type="checkbox"/> Full Time Permanent (35 hours) <input type="checkbox"/> Full Time Permanent (40 hours) <input type="checkbox"/> Part Time Casual <input type="checkbox"/> Part Time Permanent <input type="checkbox"/> Full Time Limited Term (including FT Summer Students) <input type="checkbox"/> Part Time Limited Term (including PT Summer Students)

JOB SUMMARY
Reporting to the Director, Strategic, Administrative & Financial Services, the Legal & Risk Management Coordinator is responsible for: coordinating and reporting insurance claims; developing and maintaining agreements; and supporting the Director with coordinating legal requests. This position requires exceptional attention to detail with the ability to multi-task in a busy public service environment.

ESSENTIAL FUNCTIONS
Description of the Function
<p><u>Risk Management & Insurance:</u></p> <ul style="list-style-type: none"> • Lead the development and implementation of the Town's risk management program, including the insurance portfolio • Actively manage new and ongoing claims on behalf of the Town and work closely with Alberta Municipalities' Insurance and Risk Management teams • Manage the Town's insurance schedules, ensuring regular reviews and updates in collaboration with affected departments • Research and develop insurance and risk management best practices, including policies and procedures • Maintain appropriate and accurate document control processes for confidential records of the Town's insurance program, including inventories, valuations, annual renewals, and additional named insured parties • Allocate insurance and real property expenses and revenues to the appropriate departments and liaise with affected departments or external agencies to address inconsistencies or questions • Work collaboratively with internal stakeholders to provide training and support regarding risk management practices and requirements for insurance • Report regularly to Council regarding active insurance claims <p><u>Legal Coordination & Document Management:</u></p> <ul style="list-style-type: none"> • Research and draft corporate templates for various legal documents (leases, licences, MOUs, etc.) • Work collaboratively with internal stakeholders to provide training and support for use of legal documents • Support the Director in managing the Town's legal budget • Facilitate support with external legal counsel • Compose routine correspondence and reports; assist with policy and procedure development • Present policy recommendations to Council

- Originate and process correspondence, memoranda, legal documents, and reports, including confidential materials
- Respond to internal and external inquiries or redirect appropriately
- Compile data from various sources and prepare statistical reports and presentations

Safety:

- Requires a professional, cooperative, and positive attitude towards health and safety
- Participate in health and safety training moments, meetings, and exercises
- Ensure work sites are maintained in a clean, safe manner to protect the safety of self, other Town personnel, and the public
- Report all unsafe or substandard conditions, acts, and events as soon as possible to immediate supervisor
- Participate as a member of the Strathmore Emergency Response team in preparing and enabling the community to respond in the event of a local or regional disaster

COMPETENCIES

- Communication and Interpersonal Effectiveness: Demonstrates highly developed oral and written communication skills, with the ability to engage effectively and professionally with a wide range of internal and external stakeholders.
- Time-Management and Attention to Detail: Exhibits strong time management and prioritization skills, with a high level of accuracy and attention to detail in all aspects of work.
- Insurance and Risk Knowledge: Possesses working knowledge of insurance claims processes, coverage, and premium structures to support organizational risk management.
- Legal and Municipal Knowledge: Demonstrates knowledge of contract law, and municipal government operations to support informed decision-making.
- Organizational and Project Management: Applies strong organizational skills to effectively manage multiple priorities and projects within a fast-paced environment.
- Confidentiality and Integrity: Handles highly sensitive and confidential information with discretion, professionalism, and a high degree of integrity.
- Initiative and Independence: Works effectively with minimal supervision, demonstrating initiative, sound judgment, and accountability in completing assigned responsibilities.
- Relationship Building: Establishes and maintains positive, collaborative working relationships with internal and external stakeholders to support organizational objectives.

REQUIREMENTS, EXPERIENCE, AND EDUCATION

- Post-secondary education, or 2 - 5 years related experience, preferably in an insurance claims management, legal, or municipal government setting
- CIP (Certified Insurance Professional) designation or Paralegal/Legal Administrative Certificate is desirable
- Strong knowledge and experience with MS Office
- Consent to disclosure of a Criminal Record Check
- Required to provide a current Driver's Abstract
- Possession of a valid Alberta Class 5 driver's licence

WORKING CONDITIONS

- Adapt to seasonal workload fluctuations
- Hybrid office within Municipal Government
- M-F / 8:30- 4:30pm