

### **Manager, Enterprise Risk and Resilience**

***Athabasca University's Office of the Vice President, Finance and Operations & CFO is currently recruiting a full-time permanent Manager of Enterprise Risk and Resilience.***

*Guided by **Like No Other**, Athabasca University's (AU) strategic plan, AU's approach to accessible yet transformative education and research is truly distinctive. Our academic mission is to remove barriers to post-secondary education for learners, regardless of their age, location, career, or educational background.*

*Based in the beautiful region of Athabasca, Alberta, AU is one of four Comprehensive Academic and Research Universities (CARUs) in the province. We are a public, board-governed, open, and online university serving more than 35,000 students across Alberta, Canada, and around the world.*

*AU seeks to be an agile and inclusive workplace in which all team members can grow, make their highest contribution, and each make a difference to our academic vision and mission.*

*Led by President Dr. Alex Clark, AU is embarking on an exciting new chapter. Drawing from five decades of growth in distance and online education, we aim to grow our position as Canada's foremost innovator in flexible, online and accessible learning. With an inclusive Senior Leadership Team dedicated to empowering every team member to contribute, learn and thrive, AU stands poised for an exciting and ambitious next stage of development.*

### **Position Summary**

Reporting to the Director, Strategic Initiatives and Services, the Manager, Enterprise Risk and Resilience leads and is responsible for developing, implementing, and coordinating Athabasca University's (AU) Enterprise Risk Management, Emergency Management, Business Continuity Planning, and Insurance programs. The Manager relies on their past success and experience leading and implementing enterprise initiatives and knowledge of risk management and business continuity professional practices to advance the university's enterprise risk management, emergency management, business continuity planning, and insurance capabilities. Under their leadership, the Manager is responsible for integrating the programs to establish a systems approach that enhances AU's organizational resiliency. This leadership position serves as the university's primary subject matter expert who guides the university (people, processes, and practices) towards an integrated and strategic approach to enterprise risk management, emergency management, business continuity planning, and insurance, both operationally and at the enterprise level. This work involves meeting key deliverables and effectively collaborating with a broad range of internal and external stakeholders. A key part of this role is developing and implementing work processes required for successful project/program results and incorporating a strategic continuous improvement approach to improve program outcomes. The Manager works closely with senior leaders across AU, the Chief Internal Auditor, and the Chief Information Security Officer, and other internal and external stakeholders, to develop a systems approach to advance AU's resiliency strategy.

## Qualifications

- An undergraduate degree (masters preferred) in a related field and a minimum of ten (10) years' experience in enterprise risk management, emergency management, business continuity planning and insurance at a progressively responsible and leadership level.
- Certifications or training in risk management, emergency management, business continuity planning, insurance, or a related field is required. A strong background in working with the Incident Command System (ISC) is considered an asset.
- A professional designation in Canadian Risk Management (CRM) or Certified Business Continuity Professional (CBCP) and relevant certificates in risk management, emergency management, and business continuity planning are considered assets.
- Minimum 5 years' experience in a planning and policy role with a similar organizational scope, specializing in enterprise risk management, emergency management, and business continuity planning. • An equivalent combination of education and experience may be considered. Competencies include strategic thinking, innovation, superior interpersonal, organizational, and communication skills.
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- Superior writing and presentation skills and an ability to develop, manage, and deliver training programs
- Demonstrated leadership ability, tactical thinking, planning, and organizational skills
- Extensive expertise in managing interpretation and compliance with applicable legislation and codes.
- Experience in a unionized environment is preferred, demonstrating a solid understanding of collective agreements, processes, policies, and procedures regarding business continuity planning, specifically, labour disruptions, is desired.
- Previous experience in a post-secondary environment is preferred.
- Superior interpersonal, communication (written and verbal), and project skills. The incumbent must be able to work independently while prioritizing workload and keeping files organized to adhere to timelines. Demonstrated success in developing effective working relationships with cross-functional teams comprised of individuals at various levels of the university.
- Excellent computer skills including knowledge of Microsoft Office, e-mail, website navigation, and report writing tools are required.
- Maintenance of confidentiality at all times is essential.

A detailed job description can be viewed at: [Manager, Enterprise, Risk, and Resilience](#)

## Contact Information

For more information regarding this position please contact David Head, Director, Strategic Initiatives and Services, at [dhead@athabascau.ca](mailto:dhead@athabascau.ca).

## Athabasca First

Wherever possible, AU seeks to attract and hire qualified team members to reside in the Athabasca region. We will offer relocation assistance for the right candidate should you decide to relocate to the Town of Athabasca. As a resident of the town or county of Athabasca, you can choose to work on and from our beautiful campus in Athabasca.

To discover the Town and Region of Athabasca, go to: [Visit Athabasca](#).

## What AU Offers:

Benefits and Pension eligibility differs based on employee group and *may* include:

- Defined Benefits Pension Plan
- Alberta Health Care
- Extended Health Care
- Life Insurance, Accidental Death & Dismemberment Insurance
- Disability Coverage
- Vacation
- Office Closure between Christmas and New Year's Day
- Discretionary Benefit Fund
- AU Course Allowance
- A Variety of Leaves (e.g., Maternity/Parental/Adoption, Compassionate Care, etc.)
- Employee & Family Assistance Program (EFAP)

Educational credentials will be verified before an offer of employment is extended. An offer of employment is conditional upon verification of educational credentials.

All educational credentials must be recognized in Canada.

E-Transcripts shared directly from your Post-Secondary Institution via email are acceptable.

WES <https://www.wes.org/ca/> may be used to verify international educational credentials. Processing time for verification of international qualifications may take up to one month; please plan accordingly.

*All qualified candidates are encouraged to apply; however, Canadian Citizens and Permanent Residents will be given priority.*

*Athabasca University encourages applications from women, Indigenous Peoples, persons with disabilities, persons of any sexual orientation, persons of any gender identity and expression, and members of visible minorities.*

*Where applicants have equal skills, abilities, and experience, candidates residing within or willing to relocate to the County of Athabasca will be given preference.*

*Working outside of Canada is not supported by Athabasca University. You are legally not permitted to work for Athabasca University if you are living outside of Canada.*