

Job Title:	Manager, Enterprise Risk Management
Reports To:	Senior Vice-President & Chief Risk Officer
Department:	Risk Management

JOB PURPOSE

Reporting to the Senior Vice President & Chief Risk Officer, the Manager, Enterprise Risk Management (ERM) at the Canadian Investor Protection Fund (CIPF) is primarily responsible for managing the day-to-day development, implementation and ongoing enhancement of CIPF's Enterprise Risk Management (ERM) framework – including: ERM governance; risk strategy/control reviews, assessments and validations; and, reporting in accordance with CIPF's ERM Framework.

The Manager, ERM engages collaboratively with Officer Risk Owners and/or their business unit staff to understand the nature of the enterprise risks, the proposed risk management strategies/controls – including the execution thereof.

Consistent with CIPF's ERM Framework, the incumbent will establish consistent routines with business Officer Risk Owners to provide training, share best practices, and serve as a key point of contact regarding ERM related assessments and validations of the approved enterprise risk management strategies/plans as required by CIPF's ERM framework.

The Manager, Enterprise Risk Management's responsibilities also include supporting Director, Industry Policy and Risk as necessary in the annual processes associated with the projection of the Investment Dealer Fund's and Mutual Fund Dealer Fund's (the 'Funds') target assessment, liquidity resource requirements, fund mix and associated processes.

A successful Manager, Enterprise Risk Management has strong knowledge of risks and controls and excellent communication skills with an ability to forecast company direction to avoid foreseen and unforeseen risks.

DUTIES AND RESPONSIBILITIES

Enterprise Risk Management – Supporting the Senior Vice President & Chief Risk Officer

- Managing the day-to-day implementation of CIPF's ERM framework.
- Reviews CIPF's enterprise risks to assess the appropriateness of the Overall Severity Ratings proposed by the Officer Risk Owner.
- Consistent with the prioritization established in CIPF's ERM framework:
 - Assess the effectiveness of the proposed enterprise risk management strategies/controls to mitigate identified risks, provide effective challenge and identify improvement opportunities where feasible; methods used may include review, data analysis and/ or testing of controls for operating effectiveness.

- Once approved, ensure that enterprise risk management strategies/controls have been adequately documented by the Officer Risk Owner in the Enterprise Risk Register.
- Validate that enterprise risk management strategies/controls have been implemented and, using a risk based approach, validate that they have been executed as designed, approved and documented in the Enterprise Risk Management Risk Register.
- Work with third-parties as engaged to perform independent assessment of the methodology and implementation of CIPF's models.
- Supports the annual process of providing Management Representations to CIPF's Board Committees and CIPF's Board of Directors.
- Promotes consistent risk identification and assessment practices across the organization. Recommends and helps implement actions to support a culture of risk awareness and effective risk management.
- Serves as key point of contact for Officer Risk Owners to provide expert guidance and training regarding enterprise risk management and CIPF's ERM framework.
- Identifies opportunities to simplify and streamline ERM programs through automation; supports ERM analyses; conducts Overall Severity Rating reasonableness reviews; performs enterprise risk strategy/plan validations; and facilitates annual Officer Risk Owner reporting as required by CIPF's ERM framework.
- Perform ad hoc ERM activities to support special projects or regulatory requests.
- Periodically, under the direction of the Senior Vice President & Chief Risk Officer, undertakes analyses designed to enhance to CIPF's risk appetite and risk identification framework.
- Supports the development, maintenance, and implementation of CIPF's ERM framework and procedures.

Liquidity Resource Requirements/Target Assessments/Fund Mix Reviews: Supporting the Director Industry Policy and Risk

- Supporting the Director, Industry Policy and Risk, and as necessary/ assigned:
 - Run CIPF's credit-risk based Fund Model to project the corresponding Fund's liquidity resource requirements (LRR) – includes:
 - Ensuring all inputs, adopted parameters and assumptions are properly incorporated.
 - Performing LRR sensitivity analysis as required.
 - Supporting recommendations on the level and mix of liquidity resources.
- Perform analyses required to support the recommendation of the Annual Target Assessment.

- Supporting the periodic calibration and back testing of the inputs used to determine the PD Model to ensure it accurately captures the risk of Member Firms.
- Assists in the review and application of the assessment methodology to ensure it properly allocates assessments to Member Firms based on the risk each Member Firm poses to CIPF.

QUALIFICATIONS AND JOB REQUIREMENTS

- Bachelor's degree in accounting, business administration, engineering, finance, economics, or another applicable field is required.
- Further education such as a master's degree in a related field is an asset.
- 5-10 years of proven financial and enterprise risk management experience. Audit / validation of control experience is an asset.
- 2-5 years of experience working in a managerial role.
- Experience in working with cross function teams.
- Certification in CFA, FRM is a plus.
- Strong communicator, with outstanding verbal and written communication skills.
- Ability to manage multiple stakeholders.
- Exceptional presentation skills.
- Ability to multi-task and manage various project elements simultaneously.
- Able to simplify complex problems, processes, or projects and evaluate systematically.
- Able to build and maintain effective working relationships.

KEY COMPETENCIES

The competencies listed below are critical to success in this role.

- Critical Thinking: Attributes: Creative problem-solving skills, intellectual curiosity and an open mind
- Planning: Attributes: Prioritizing work and keeping manager informed of any obstacles that could result in delays
- Positive Attitude: Attributes: Adaptability and coachability
- Teamwork: Attributes: Sharing of information and collaboration

WORKING CONDITIONS

- This position is set in an office environment.
- The standard workweek for this position is 35 hours.
- The standard business hours for this position are 9 am to 5 pm.
- Hours worked outside of the standard work schedule may be required.
- Fast-paced environment.
- Ergonomic: Sitting for long periods of time, exposure to computer/laptop/mobile device screens for long periods of time, repetitive hand/arm movement.