



2024-07-05

Manager Risk & Governance

Reporting to the Director Regulatory Affairs, the Manager Risk & Governance is responsible for planning, designing, and implementing an effective Risk Management System, corporate governance, and record keeping.

This position serves as a key resource for strategically identifying and evaluating risks and compliance issues, communicating, and reporting the same to the Executive and Boards, as well as developing and implementing strategies to address risks and compliance issues. The Manager is responsible for planning, designing, and implementing an effective risk management framework, including developing related policies and procedures, and providing training to the organization. The Manager is also responsible for overseeing internal audits and insurance claims management.

As the Assistant Corporate Secretary, the Manager will serve as liaison in a highly confidential atmosphere between the Executive and stakeholders including the Shareholder, Boards, Commission, Committees, and the City of Windsor; responsible for overseeing the compilation and release of agenda packages, and providing recording secretary functions for the Board of Directors, Commissioners, and their committees; completing corporate filings, maintaining governance records, and assisting with ensuring compliance throughout the organization with the Records and Information Management policy.

The successful applicant must have the following skills and competencies:

- University Degree in Public Administration, Business, Communications, Law/Paralegal, or other related discipline with a minimum of five (5) years of similar or related experience; OR College diploma with a minimum of ten (10) years of similar or related experience.
- Courses and/or experience in risk management.
- Experience with corporate governance including scheduling Board meetings, preparing and distributing reports / agendas, the TSX corporate governance guidelines, rules of procedural order, and direct experience as a recording secretary.
- Experience managing corporate records including ensuring they are created, stored, accessed and disposed of in accordance with company policy and applicable laws, including considering confidentiality.
- Knowledge of the Business Corporations Act (Ontario), Municipal Act, 2001, City of Windsor by-laws are required, and knowledge of the Safe Drinking Water Act considered a valuable asset.
- Strong capabilities in Diligent Board Book software; Open Text/Document Management Software; Word, Excel, and PowerPoint.
- Experience in the utility sector would be an asset.
- Excellent written and verbal communication skills.
- Ability to prioritize and meet deadlines.
- Strong attention to detail.
- Demonstrated success in developing good working relationships.
- Ability to work independently and take ownership of assigned tasks.
- Experience managing direct reports.

Salary Range for Qualified Candidates: \$111,605 - \$124,005

Qualified applicants may submit their resume at <https://www.applicantpro.com/openings/enwin/jobs> up to and including **Friday, July 12, 2024. Please quote File #EWU-24-01-022 on application.** Although all applications are appreciated, only those candidates selected for an interview will be contacted.

ENWIN Utilities Ltd. provides accommodation in accordance with applicable laws through all stages of the hiring process. If you require accommodation for any part of the application and hiring process, please advise the Human Resources Department.

ENWIN believes there is significant value in the diversity within our workforce and we are committed to continually enhancing and improving diversity and inclusion throughout our organization. As an equal opportunity employer, we encourage all qualified individuals to apply for employment opportunities and believe that strength flows from our individual differences and enables us to effectively serve our community.