Alberta School Employee Benefit Plan

Manager, Risk and Information
Full Time Permanent Competition #10-07

Position Summary
Do you strategically build relationships in order to achieve goals? Do you take broad strategies and define them into more specific objectives? Do you get collaboration on a right solution? Do you lead? Build team success? Partnerships?

If you enjoy complexity, change and increasing challenges, ASEBP is the place for you!

We are currently seeking a Manager, Risk and Information for the Benefit Administration and Operations Division. The Manager, Risk and Information is responsible for optimizing, improving, promoting, and evolving ASEBP's strategies, and business management practices, for the following business lines: Information Management, Document Management, Information Reporting, Investments, Reserves, and Benefit Experience and Utilization. The Risk and Information department's purpose is to ensure the business lines are best placed to deliver their greatest value to ASEBP.

In this position, the Risk Manager leads the development of approaches to support the organization in achieving superior levels of business performance. Utilizing resources within the management framework, you will ensure consistency of approach and integration within ASEBP and between its business partners.

Your Key Responsibilities
Strategic Leadership and Operational Excellence

- Responsibility for the management of balance scorecard financial processes to ensure a complete and timely accounting of ASEBP's activities is accurately recorded and reported.
- Provide input to the strategic planning process that aligns practices/policies reporting metrics to manage effectiveness of strategic business planning best practices.
- Collaborate with ASEBP's external actuary on scheduled and ad hoc reporting requirements for the organization's Trustees.
- Contribute actively within the organization to generate a renewed focus on internal and external relationship management and covered member satisfaction.
- Develop and execute the Risk and Information Department's procedures and processes, annual planning, along with quarterly risk review and reporting.
- Provide advice and mentorship to ASEBP in the area of:
    - Risk assessment with a project management philosophy in consultation with the internal auditor
    - Internal communications on risk and financial matters
    - Records management and information reporting maintenance
    - Processes/investment policies
    - Plan design analysis
    - Portfolio management
- Research and develop departmental organizational reports/submissions in the following areas: risk, reserves, investments, benefit experience and briefing for the leadership team, trustees and management.
- Develop operational plans, prioritize and delegate work to achieve organizational objectives and resources.

- Provide summary reporting to management, executive and the Board on trends, budgeting and forecasting related to investment, reserves and claims experience.
- Participate in the annual rate notification process.
- Conduct or coordinate claims utilization review and analysis.
- Monitor process and work activities to ensure quality and performance standards are met, implement corrective measures to address any significant variances.
- Develop and maintain effective collaborative business relationships with external and internal clients.
- Recommend enhancements to current policies and remain current with industry standard coverage to minimize risk exposure for the Trustees and ASEBP.

Your Education & Experience

- University degree in Business/Commerce with preference given to focused studies in related disciplines such as Finance and/or Accounting.
- Minimum of 5 years experience in financial management, investment reporting, monitoring and/or risk analysis.
- Knowledge and/or experience working with employee benefit programs would be considered an asset.
- Experience managing and reporting from extensive databases; functional in MS SQL Server and reporting services, SAS, MS Access and other query and analytical tools.
- Proven ability to apply fiduciary diligence balanced with innovative approaches to the traditional financial and risk environments.
- Exceptional mathematical and statistical skills, preferably in risk and financial analytics.

Your Abilities

- Experience applying concepts, best practices, and services related to strategy and business performance management, including planning and performance and risk management.
- Excellent analytical ability, strong attention to detail and the ability to work independently.
- Ability to lead by example and achieve the desired results by encouraging and supporting the contributions of others.
- Demonstrate self-confidence, flexibility, initiative, perseverance and integrity.
- Effective time manager with the ability to manage multiple projects over varying timelines.
- Strong teamwork ethics including ability to transfer knowledge.
- Professional attitude, results oriented, strategic and flexible.
- Strong communication, presentation and interpersonal skills, including ability to relate with different levels of stakeholders, interpreting complex programs to a varied audience.

If you have the required qualifications and would like to become a member of our team, please submit your resume, quoting competition number #10-07, to:

Human Resource Services
Alberta School Employee Benefit Plan
Suite 700 Weber Centre
5555 Calgary Trail, Edmonton AB T6H 5P9
Email: hr@asebp.ab.ca
Fax: 780-432-2577

No phone calls please. We thank all interested individuals, but only those candidates being considered for an interview will be contacted. This competition will remain open until a suitable candidate is found. ASEBP is an equal opportunity employer.

About Alberta School Employee Benefit Plan

The Alberta School Employee Benefit Plan (ASEBP) is a health and welfare trust governed by 10 Trustees, five of whom are appointed by the Alberta School Boards Association and five of whom are appointed by the Alberta Teachers' Association. ASEBP promotes programs that sustain healthy lifestyles and workplaces for nearly 55,000 covered members in almost 60 school jurisdictions across Alberta. Innovative initiatives such as the Healthy Living Program are coordinated to positively influence the healthy decisions covered members make. These programs compliment the comprehensive benefit coverage ASEBP offers to covered members.

Working for ASEBP is about more than supplying great benefits. ASEBP offers:

- a team-focused culture that supports people and performance
- competitive compensation that goes far beyond a paycheque
- an exciting chance to make an impact in the lives of Alberta's school employees.
- advancement opportunities in a stable, growing organization