

NOSM UNIVERSITY

JOB POSTING	
Competition Number:	2026-2115-KW
Position Title:	Director, Enterprise Risk Management & Procurement
Unit:	Enterprise Risk Management
Location:	Thunder Bay or Sudbury
Salary:	\$142,179.27 - \$166,722.59
Term:	Continuing
Existing Vacancy:	Yes
Competition Closing Date:	Review of applications begins May 19, 2026 and will continue until the position is filled

Reporting to the Vice President, Administration and Chief Operating Officer, the Director of Enterprise Risk Management (the “Director”) provides strategic, operational, and administrative leadership to advance an enterprise risk management program and promote a culture of data-driven decision-making across the University. The role oversees traditional risk management including, but not limited to: emergency management, business continuity, non-research contract management, privacy, procurement, and the University’s insurance portfolio.

As a member of the Vice President’s leadership team, the Director ensures that enterprise risk management aligns with the University’s strategic goals, academic mission, values, policies, and regulatory requirements, while developing and enhancing frameworks, tools, and guidance to embed risk management into daily decision-making.

In relation to contract management, the Director is responsible for the development, review and/or endorsement of all contracts entered into by the university and for maintaining the data base for contract storage, cataloguing and archiving.

The Director is also responsible for the overall leadership of all Procurement Services. In fulfilling the duties of this position, a customer driven approach will be deployed while ensuring ongoing compliance with Government legislation and directives.

In addition to the strategic priorities, the Director oversees staffing, budgets, and day to day operations of the Unit. The Director is a member of the leadership team of the Administration and Operational Support Portfolio Management Group.

RESPONSIBILITIES

Tasks may include but are not limited to the following:

- Responsible for the leadership, innovation, governance and management necessary to identify, evaluate, mitigate and monitor the University's operational and strategic risk. Establish and communicate the University's Enterprise Risk Management (ERM) objectives and directions, including integrating risk management with the strategy development.
- Ensure the organization's risk management policies and strategies comply with applicable laws/regulations and strategic imperatives of the University. Monitor and analyze risks within the University and report on these risks to the Board (through Finance Audit and Risk Management Committee of the Board).
- Liaise with other universities, organizations and partners in developing and administering risk management plans and programs including but not limited to threat and risk assessment and business continuity plans.
- Identifies and prepare an assessment of the categories of risks to the University and develop strategies to address. Communicate effectively the laws, rules and regulations and other guidelines relating to risk management. Prepare an annual report for Executive Group.
- Analyzes complex problems regarding University operations and recommend action to improve performance and efficiency, or to mitigate risk. Prepare briefing notes and discussion papers recommending and advising the Executive Group.
- Directs, supervises, coaches and prioritizes the work and processes of the Enterprise Risk Management Unit; manages and maintains day-to-day activities as well as supervises unit staff.
- Reviews policies, processes and monitors compliance with legislative requirements related to human rights, health and safety, information and privacy, employment standards, pension, corporate filing requirements, taxation (PST, GST, T2202A), etc. and to ensure exposure to risk is mitigated.
- Develops a process to assess risks related to learners' educational activities coordinated and documented with academic units across the University. Assist with the development of recommendations for processes to mitigate.
- Acts as a liaison to legal counsel, insurance carriers, and individuals investigating any incidences that may result in asset loss, lawsuits, or significant liability to the University.
- Reviews, updates and recommends learner placement agreements with clinics, hospitals, etc. to ensure that the General Liability, Malpractice and Property Insurance requirements and indemnification clauses are clear to all parties.
- Monitors, reviews and recommends for approval, over 900 contracts and agreements on an annual basis entered into by the University, including funding contracts with Ministry of Health and the Ministry of Colleges and Universities, Hospitals, Canadian and International Universities, government funding agencies, pharmaceutical companies, consultants, procurement contracts for the supply of goods and services etc.
- Develops templates and reviews contracts/agreements and advises on necessary changes to manage risks such as insurance clauses, the indemnification clause and any other items that should be brought forward. Implements and maintains a contract management system.
- Analyzes situations accurately and adopts an effective course of action for the investigation of accidents, claims, thefts, and property losses and coordinates the preparation of materials and evidence for the use in hearing, litigation and insurance

claim costs. Contacts the appropriate NOSM U personnel, insurance adjusters, insurance companies, attorneys and claimants.

- Responsible for risk financing by arranging cost effective risk financing through purchase of conventional insurance or alternative risk-financing facilities. Reviews insurance policies periodically and make recommendations for changes to coverage.
- Oversees the development of the processes and policies to ensure compliance with the relevant Information and Privacy Legislation such as FIPPA, and liaison on behalf of the University with the regulatory agency in dealing with requests to the University. This includes any reporting and filing required with the Ontario Privacy Commissioner.
- Oversight of the corporate and organizational record retention and archiving processes.
- Oversees the procurement process from start to finish, bringing strong negotiation and leadership skills to assist the Manager.
- Leads the continuous improvement of to ensure effective and efficient processes for Procurement.
- Develops and oversees the design, implementation, maintenance and continuous improvement of the University's Emergency Management Framework, including emergency plans, procedures, resources and the integration with business continuity plans, to ensure institutional readiness, regulatory compliance and alignment with best practices. Serves as an active member of the University's Emergency Response Team.
- Leads the development, delivery and evaluation of emergency management training and exercises, and maintains a comprehensive, centralized Emergency Management information site, including appropriate public-facing resources for staff, faculty and learners, while ensuring internal documentation, post-incident findings, and lessons learned are incorporated to support institutional readiness
- Resolves issues and concerns escalated to Director level, including making recommendations to the President's Executive Group, Board Committees and External Stakeholders.
- Oversees Unit budget and assist Finance to develop and monitor Unit budget on a yearly basis.
- Builds and maintains working relationships with Leadership across the University.
- Chairs and co-chairs various committees as assigned by the Vice President, and a non-voting member of the Finance Audit and Risk Management Committee of the Board
- Other duties as assigned

QUALIFICATIONS

Education

- A Master's degree in Business Administration or a relevant field from a university with Canadian accreditation or an equivalent combination of education and experience is required.
- Canadian Risk Management (CRM) Designation
- Chartered Professional Accountant (CPA) Designation
- Procurement/Supply Chain designation is an asset

Knowledge, Skills and Abilities

- Minimum of ten (10) years of related experience is required
- Demonstrated experience in risk management and contract administration

- Demonstrated experience working with a broad range of issues including academic and administrative, partnership agreements, human resources, fiscal, infrastructure implications, legal/legislative and community and communication issues
- Expertise of strategic and financial processes, including budgeting and project planning.
- Knowledge of budget and financial reports preparation and analysis
- Knowledge of Procurement
- Expertise in Risk Management including risk assessment, risk control and risk financing (CRM)
- Negotiation Skills and Contract Law, Procurement Methods and best practices
- Ability to lead and inspire employees, to work independently, prioritize responsibilities, supervise and motivate subordinates
- Understanding of Collective Agreements
- Managing staff in a unionized environment
- The Occupational Health & Safety Act and Regulations that apply to the work being performed
- Strong leadership and decision-making skills, including the ability to delegate, motivate and control the overall flow of work within the unit.
- Ability to manage multiple priorities and achieve concrete results
- Ability to analyze and synthesize complex information and to develop relevant solutions to complex problems
- Work in a consultative and collaborative fashion with a variety of other units, institutions and communities to further overall University strategic objectives
- Work within established organizational practices, protocols and policies combined with the ability to develop innovative solutions
- Judgement is exercised in interpreting and applying policies and recommending solutions

Language

- Must be able to communicate effectively in English (verbally, written and comprehension)
- French/Indigenous language skills would be considered asset

Working Conditions

- Extended periods of sitting
- Interaction with employees, management, and external stakeholders
- Working in a busy office environment and/or virtual environment with frequent interruptions
- Extra hours as needed
- Occasional Travel

Interested candidates are invited to submit a resume along with verification of academic accomplishments quoting the competition number # **2026-2115-KW** to:

NOSM University
Attention: Human Resources
935 Ramsey Lake Road, Sudbury, Ontario P3E 2C6
Email: HR@nosm.ca
Fax: (705) 671-3880

NOSM University offers accommodation for applicants with disabilities throughout its recruitment processes. If you require accommodation during the recruitment process, or require an accessible version of this posting, please contact Human Resources via email at hr@nosm.ca.

NOSM University invites applications from all qualified individuals. NOSM University is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity.

NOSM University does not use AI in our hiring process.

NOSM University needs to gather information about applicants' status as either Permanent Residents of Canada or Canadian citizens. Applications need not identify their country of origin or current citizenship; however, all applications must include one of the following statements:

"I am a Canadian citizen or permanent resident of Canada."

"I am not a Canadian citizen or permanent resident of Canada but I am legally eligible to work in Canada."

"I am not a Canadian citizen or permanent resident of Canada or otherwise legally eligible to work in Canada."

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.