

Risk and Procurement Advisor

Sturgeon County

Closes June 14, 2026

\$91,478 - \$116,385

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This position is responsible for guiding departments, supporting, and promoting Sturgeon County's risk management and procurement activities. This role is versed in internal best practices relevant to policy and process and understands legislation and capitalizing on opportunities to create value. This role supports all County departments and ensures that mandates from Trade Agreements, Legislation and internal policies are being met while supporting best practices in customer relations management, competitive bid processes and asset disposal procedures, through training and collaboration.

This is a TEMPORARY (2-Year) position.

KEY DUTIES AND RESPONSIBILITIES

Business Procurement Guidance and Support (50%)

- Supports departments through the development, administration, and management of various procurement initiatives.
- Plans solicitation activities with departments; determines timelines and solicitation (RFx) methods, assesses potential risks, collaborates with departments to develop evaluation & scoring criteria, finalizes solicitation documents for advertising.
- Provides professional assistance and support in contract development activities including, but not limited to; negotiations, communications, document development and approval, contract execution and maintenance through contract term as required. This includes reviewing existing supplier/service provider agreements for compliance with policy, legislation, insurance, and regulatory requirements.
- Assists with financial activities related to the procurement of goods and services such as total cost of ownership valuations, budget estimating for County

departments, insurance requirements for special projects, and determine type and value of financial bonding requirements as needed for procurement.

- Administrator on the Alberta Purchasing Connection platform with solid understanding of procurement trade agreements including Canadian Free Trade Agreement and New West Partnership Trade Agreement.
- Supports asset disposal activities such as electronic auctions, live auctions, department transfers of assets, and opportunities to support area charities, schools, municipalities etc. with County assets past their financial lifecycle.
- Oversees supplier and service provider relations, internally and externally, and identifies any opportunities and challenges with relationships, quality, and processes to address. This includes leading debrief meetings with unsuccessful vendors.

Risk Management Guidance & Support (30%)

- Administers Insurance Claims Process
 - Determines the insurance requirements of the County and seeks competitive insurance packages through a competitive procurement process. Research and acquire new insurance products as required by evolving County operations and priorities.
 - Coordinates, reports, and administers all insurance claims, including the self-insurance program under the County's Small Claims for Damages Policy, including:
 - Being the first point of contact for individual's requesting reimbursement for damages and the main County liaison with all claimants,
 - Coordinating the initial investigation of a claim for damages with the appropriate County department,
 - Determining if the claim falls under the Small Claims for Damages Policy or directing all others to the County's insurance adjuster,
 - Liaising with the County's insurance adjuster to ensure claims are investigated in a throughout and timely fashion,
 - Participating in the Insurance Claims Adjudication Committee to determine the outcome of self-insured claims,

- Reporting back to claimants on the status of their claims with the County, and
 - Provide periodic reports on claims, including the annual insurance report, to senior administration and Council.
- Coordinates Risk Management Initiatives
 - Develops Risk management committee and small claims approval group.
 - Develops in collaboration with insurance provider, risk programming and support initiatives for departments.
 - Provides Insight and collaboration on the development of policies, procedures and processes regarding insurance and small claims program.
 - Maintains a working knowledge of the County's organizational structure and the risk management issues related to County operations, subsidiaries, partnerships and various non-profit groups and committees.
 - Analyzes and reports on risk management trends to management, senior leadership, and Council.
 - Researches solutions for unique risk management issues as they arise throughout consultation and/or comparison with other municipalities and professional association resources.
 - Provides general risk management advice to staff, management, senior leadership, and Council in a timely manner.
 - Remains informed about changing risk management trends and legal or legislative issues which may impact the County using a network of industry contacts, trade articles and other professional development activities. Bring forward recommendations to address these emerging issues in a timely fashion.
 - Develops and revises indemnity or insurance clauses and specifications for insurance certificates to best protect the County's interests.

Process Efficiencies and Improvements (10%)

- Identifies opportunities in efficiency and savings through collaborative efforts (internal and external) including service consolidation, negotiating preferred rates, encouraging bulk purchasing, thinking regionally, employing best practices, and enhancing efficiencies through modernization.

- Seeks innovative ways to improve service delivery and processes, including areas of operational improvement stemming from loss trends.
- Evaluates and reports on supplier and service provider pricing and quality (derived from feedback received through Vendor Performance Management report cards) to ensure competitive pricing, sufficient supplier sourcing, and quality services are being solicited across the County. This position would be expected to produce and maintain a preferred vendor listing.

Other Related Duties (10%)

- Keeps current on legislation, Trade Agreements, industry best practices and legal precedents to identify opportunities to strengthen the procurement function.
- Adheres to applicable responsibilities and accountabilities as outlined in the Sturgeon County Health and Safety Management System.
- Completes special projects as assigned.

KNOWLEDGE, EDUCATION, QUALIFICATIONS, SKILLS, ABILITIES, AND EXPERIENCE

The following are required in this position:

- A post-secondary diploma or degree in risk management, public or business administration.
- Minimum of 3 years of work experience in risk management, insurance, contract management or procurement field. Preference given to individuals with more experience.
- A clear Police Information Criminal Record Check is required.
- Familiarity with insurance adjusting techniques and applicable laws, including the ability to read and interpret policy and legislation.
- Risk management principles and practices as they apply to organizational risk management programs.
- Ability to work in a team environment or independently while being a self-directed professional.
- Ability to take initiative, be independent, resourceful, work well and effectively under pressure and meet deadlines in an organized manner.
- Ability to communicate clearly and professionally verbally and in writing, including being adaptable, receptive, and timely when communicating with others, and

possessing tact and discretion in dealing with requests, complaints, and clarification of information.

- Ability to positively influence stakeholders at all levels to improve procurement services programs.
- Ability to analyze issues, including applying problem solving skills and ability to provide outcomes and solutions.
- Ability to deal with confidential and/or personal and sensitive information with a high degree of diplomacy and a good understanding of the requirements under the Freedom of Information and Protection of Privacy Act.
- Detail oriented.
- Proficiency when using all Microsoft Office Programs (Excel, Word, and PowerPoint, etc.).

The following are considered assets or preferences in this position:

- Certified or in the process of becoming certified in one or more of the following is an asset:
- Chartered Insurance Professional (CIP)
- Canadian Risk Management professional (CRM) Supply Chain Management Professional (SCMP)
- Public Sector Procurement Certificate (CPP)
- Equivalent Canadian credential in insurance, risk management or public procurement
- Experience in the public sector is an asset.
- RMA and Municipal Insurance programs