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## ADMINISTRATION POSITION OPPORTUNITY

**Job Title:** Legal and Risk Management Specialist

**Competition #:** 2019-909

**Division/Department:** Human Resources and Organizational Effectiveness

**Reporting To:** Associate Director, Legal and Risk Management

**Status:** Contract

**Campus:** North

**Salary:** To be determined

### POSITION SUMMARY:

Under the direction of the Associate Director, Legal and Risk Management and/or the Associate Vice-President, Legal and Risk Management, the Legal and Risk Management Specialist provides confidential support for the Legal and Risk Management department (Integrated risk management, legal services, contract review, privacy and FOI, policy and procedure, insurance and claims management): ensuring the effectiveness of the office in carrying out departmental services and priorities, the Integrated Plan for Human Resources and Organizational Effectiveness portfolio and the College Community; ensuring timely and effective management of project deliverables; providing consultative services to staff and faculty across the College and; undertaking responsibility for special projects on behalf of the Associate Vice-President.

**Duration of Need:** 15 months

**Hours of Work:** 37.5 hours per week

### QUALIFICATIONS:

The ideal candidate has a three year Diploma or Degree in Legal/Paralegal, Risk Management and/or Business Administration with equivalent combination of education and related experience in a legal/risk role. A CIAPA or IAPP certification or equivalent privacy professional designation and/or equivalent related experience CRM or related risk management designation an asset. The successful candidate will have a minimum of three years' related working experience.

Additionally, the candidate will demonstrate the following skills: ability to draft, review and negotiate legal documents, agreements and contracts; excellent organizational and time management skills; excellent interpersonal and communications skills; highly developed customer service, conflict resolution, problem-solving and negotiation skills demonstrated tact and diplomacy with staff, students & public; understanding of operations/politics within a large complex environment; high level administrative skills including advanced computer skills; ability to organize and prepare professional documents ranging from general correspondence to business plans and reports; ability to prioritize incoming items requiring escalation;; project management & time management skills; demonstrated analytical skills;; knowledge and experience with applicable legislation and related FOI and Privacy procedures particularly with FIPPA, PHIPA, CASL, GDPR; confidentiality and political finesse with; discretion; self-motivated and exercise good judgement; knowledge of working with third parties to obtain access to government records, registration and filing services; experience with Information Privacy and Security related matters including conducting privacy impact assessments; and experience with insurance and claims management.

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**\*We thank all applicants for their interest in this position. However, only those selected for an interview will be contacted.**

Humber College is committed to a workforce that reflects the diversity of our students and our city. We actively seek qualified individuals from equity seeking groups with demonstrated skills and knowledge to deal with all aspects of equity, diversity and inclusion in a post-secondary environment. Humber College is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Our Recruitment Coordinators will work with applicants requesting accommodations at any stage of the hiring process. This document is available in alternate formats upon request.

**OPEN DATE:** February 4, 2019

**CLOSE DATE:** February 22, 2019

**All candidates are asked to submit a cover letter and resume to HR Services by applying online at:**  
**<http://www.humber.ca/careers>**