

# Leaders

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Opportunity Profile

**DIRECTOR OF RISK, PRIVACY & LEGAL SERVICES**

## Red Deer Polytechnic (RDP)

<https://rdpolytech.ca>

Red Deer Polytechnic (RDP) is located in Red Deer, Alberta, halfway between the major centres of Calgary and Edmonton. We offer a growing mix of [programs in various subject areas](#) and a breadth of credentials, including apprenticeships, certificates, diplomas, micro-credentials and degrees.

As a polytechnic institution in central Alberta, we offer programming that prioritizes applied learning, industry relevance and multi-disciplinary opportunities. This provides our students with engaging learning experiences, direct pathways to employment and well-rounded skillsets that empower them for impact in their workplaces and the world.

Since 2021, we've added more than a dozen programs, including five degrees, and have expanded seats in numerous high-demand areas like [health sciences](#), [technology](#), [business](#), [arts](#) and [creative arts](#).

Red Deer Polytechnic's campus is situated on Treaty 7 land, the traditional territory of the Blackfoot, Tsuu T'ina and Stoney Nakoda Peoples. We honour the First Peoples who have lived here since time immemorial, and we give thanks for the land where RDP sits. This is where we strive to honour and transform our relationships with one another. Learn more about RDP's work toward Truth and Reconciliation, including [Indigenous services and initiatives](#).

At Red Deer Polytechnic, we offer more. More ways to [learn](#). More opportunities to grow your [career](#). More applied [research](#). More impactful experiences.

## The Opportunity – Director of Risk, Privacy & Legal Services

Reporting to the Vice President, Finance and Administration, the Director of Risk, Privacy & Legal Services is ultimately accountable for the legal, privacy and risk services for the institution. This includes managing legal and legislative matters, institutional policy management, security services, contract management and administration, access and privacy measures, occupational health and safety, and enterprise risk management including corporate insurance and internal audit coordination.

Leading a team of eight, with six direct reports, the Director provides leadership, strategic planning, and senior direction to ensure all areas under their portfolio proactively meet the needs of the institution and their stakeholders on a long-term basis. The Director works in partnership with a diverse group of individuals, schools and divisions and external stakeholders. They work with their team to ensure the institution is well prepared to deliver high quality service using a client focused mindset while being efficient and effective.

## Key Roles and Responsibilities

### Legal Services

- Provides expert advice and legal information to the institution on non-employment legal matters taking into consideration any applicable laws, legislation or applicable advice from external legal counsel.
- Decides on appropriate strategies, remedies and recourse to respond to legal matters and prepares appropriate documentation and tracking.
- Acts as an institutional representative on legal matters and claims of all types including settlement decisions.

- Responsible for overseeing the claims process, coordinating with legal counsel or stakeholders, and communicating updates to polytechnic leaders as appropriate.
- Responsible for the development, implementation and maintenance of a contract management and administration program.
- Drafts and/or reviews high value and/or sensitive contracts and manages as appropriate.
- Manages the reporting system for workplace issues including interacting with reporters, preparing allegation summaries, making assessments and engaging relevant parties for resolution.
- Conducts investigations, makes findings and completes reports for various types including sexual violence and workplace complaints ensuring strict confidentiality and sensitivity.
- Oversees the legislative compliance program for the institution.
- Provides scheduled reporting on liability and related claims to the Executive Leadership Team and the Board.
- Provides guidance and support related to contract management and administration to resolve contract issues (e.g., issuing notice of default, termination, etc.)
- Contributes to the development of new ideas and approaches to improve related processes.

#### **Access and Privacy**

- Oversees the activities relating to the access and privacy throughout the institution.
- Acts as the Head of the Public Body (defined in Freedom of Information and Protection of Privacy Act (FOIP) and delegated by the President) performing the legislated responsibilities and holding the decision-making capacity. This role also oversees the administration of the related policies within RDP.

#### **Risk Management**

- Responsible for the leadership, innovation, governance, and management necessary to identify, evaluate, mitigate, and monitor the institution's operational and strategic risk.
- Establishes and maintains the Enterprise Risk Management (ERM) framework including ERM tools, practices, and policies to analyze and report enterprise risks, and to manage risks according to an enterprise risk management framework to achieve the strategic goals and directions of the institution and applicable laws/legislation.
- Responsible for the preparation and presentation of reports to the Board of Governors and Executive Leadership Team on the status of ERM and any updates on major and emerging risks.
- Keeps apprised of emerging trends and identifies impact to the institution.
- Analyzes, directs or advises on risks within the institution and reports on these as applicable.
- Oversees the institution's insurance program, policies, and procedures ensuring effective coverage and controls.

#### **Institutional Policy Management**

- Oversees the institutional-wide policy management including the framework and supporting policy work.
- Provides guidance and application of policies and procedures.

#### **Security Services**

- Oversees security services ensuring the safety, security and provision of services that promote and enhance a safe and secure environment for students, staff/faculty, visitors, and contractors while ensuring legislative requirements and business needs are met. The security services function includes:
  - Security management (people, programs, and systems)



- Emergency response management
- Business continuity management

## Occupational Health and Safety

- Oversees the occupational health and safety function for the institution ensuring a strong culture of safety and health in the workplace while ensuring legislative requirements and business needs are met.
- Develops, implements and manages a relevant and legislatively compliant RDP Health and Safety Program.

## People Leadership

- Responsible for effective recruitment and selection, retention, coaching, supervision, performance management of team in compliance with People and Culture policies and procedures, FOIP, and collective agreements.
- Facilitate discipline and dismissal of reporting staff where necessary.
- Directs the day-to-day operations of direct report(s).
- In conjunction with People and Culture, apply Collective Agreements and ensure policy compliance.
- Provides leadership by disseminating information, providing feedback, advising, and coaching for all staff under direct supervision.
- Maintains confidentiality of personal information in accordance with institutional policy, procedures, and FOIP.
- Ensures that all regulations of Occupational Health and Safety (OH&S) are followed to provide a safe work environment and follows up on reports generated by People & Culture to ensure compliance with required training.
- Approves, monitors, and reports vacation and other absences for all staff under the direct supervision; arrange coverage for all vacation and long-term absences as required.
- Develops, reviews, and is accountable for the fluid support structure and processes to ensure the effective and efficient distribution and delegation of work.
- Plans, organizes and coordinates the onboarding of new employees as well as maintains a current awareness of new staff and faculty orientation activities.
- Develops departmental onboarding materials.
- Oversees the coordination of the exit procedures to ensure the appropriate collection and tracking of information.
- Represents assigned work area as first level grievance reviewer and attempts resolution in consultation with Division of People and Culture.
- Promotes regular attendance, balanced lifestyle and high standard of team ability and willingness.
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#### **Financial Management**

- Accountable for the budget processes for the department and ensures synchronization of department project budgets with the institution's budget processes and timelines.
- Manages budget activities (personnel and operational expenditures) to ensure efficiencies are maintained and that budgetary allocations are not exceeded.
- Resolves budgetary and financial issues operating within scope of personnel and operating budgets.
- Analyzes budget reports to ensure accuracy and forecasts future expenditures.
- Develops an annual budget for the department.
- Manages the annual insurance premiums budget and the institution's self-insured program.
- Management of the insurance budget including forecasting and updating as required.

#### **Institutional Engagement**

- Actively engaged in institutional and sector-wide committees and activities.
- Participates in institutional projects either as a sponsor, leader, participant and/or advisor.
- Engages in business and system process reviews.
- Participates in teams/projects including system and process implementations.

#### **Internal Audit Coordination**

- Development of the audit plan with engagement from applicable institutional stakeholders that aids the institution to continually improve internal controls, follow appropriate policies and procedures, manage risks, make planning decisions and effectively resolve operational issues.
- Secures internal audit services in alignment with the Institute of Internal Auditor Standards for execution of audit plan and coordinate on engagements such as connecting auditors with internal resources, reviewing draft reports and providing responses to audit findings.
- Provides reporting to management and the Board on engagement results.
- Completes follow up as necessary with management on outstanding recommendations.
- Attends Board Audit Committee meetings, as requested, to present internal audit findings and follow-up actions related to identified control weaknesses.

## **The Person**

### **Education**

- Minimum of a relevant bachelor's degree; a master's degree in Business Administration, Law or a related discipline is preferred
- Canadian Risk Management (CRM), Certification in Risk Management Assurance (CRMA) or similar designation is an asset
- Information Access and Protection of Privacy Certificate (IAPP) or similar is an asset
- Certified Protection Professional (CPP) or similar is an asset
- Occupational Health and Safety Certificate or similar is an asset
- Workplace investigation training is an asset

## Experience

- Minimum of 10 years of progressive experience relating to: enterprise risk management, security, occupational health and safety, privacy and access, insurance and legal services
- Minimum of 10 years of leading, motivating and managing a team of staff with experience supervising in a unionized environment is an asset
- Experience with reviewing and interpreting legislation with direct experience apply applicable privacy legislations for the public sector
- Experience managing projects with a diverse group of individuals
- Experience identifying and quantifying threats, risks and opportunities, as well as analyzing current risk management processes relative to best practices, identifying any gaps and providing solutions to mitigate risk

## Skills and Abilities

- Demonstrated capacity to exercise sound judgement in sensitive situations and maintains strict confidentiality
- Excellent at handling confidential information in a professional manner with the highest of integrity
- Demonstrated business acumen and diverse work experience with a strong understanding of a variety of key business processes and the holistic elements involved in changing them (i.e., people, process, technology, culture)
- Well-developed interviewing skills and the ability to understand and document risks, root causes, impacts and mitigation
- Ability to work effectively with highly focused teams in a fast-paced environment being self-motivated, well organized and able to deliver results under demanding conditions
- Excellent interpersonal, relationship building and conflict resolution skills
- Highly developed leadership skills and proven ability to influence, problem-solve, develop, and implement plans and initiatives in a collaborative manner that engages both internal and external stakeholders
- Advanced oral and written communication skills with the ability to present information clearly and concisely, engage effectively and professionally with individuals at all levels of the organization
- Strong business sense and ability to understand a “big picture” view of risk and exposures as they pertain to post secondary
- Engage in continuous knowledge development regarding rules, regulations, best practices, tools, techniques and performance standards of various sectors and areas of professional expertise

## Critical Success Factors

### Self-Awareness, Self-Mastery

- Awareness of one’s preferences, traits and behaviours and the impact they can have on others
- Emotional intelligence in managing own and others’ feelings and behaviours
- Ability to adapt their styles to meet the needs of and connect with others
- Understands the goals and motivations of others
- Is able to speak freely and challenge others in the interest of a positive change

## Self-Reflective Practice

- Intentionally learns through regular self-reflection
- Develops their own plans for leadership development and incorporating feedback
- Engages in the same behaviours they are asking of others
- Shows that leaders mean what they say

## Values and Ethics

- Able to promote a positive environment through honesty, integrity and ethical behavior
- Trusted to keep confidential information private and able to be discreet
- Integrates Red Deer Polytechnic's values into departmental practices
- Able to create a positive environment where people know they can count on their leader's words and actions

## Strategic Thinking

- Able to comprehend issues through their understanding of legislation, collective agreements, policies and expectations of their role
- Identifies links from outside environment, global and economic trends, stakeholder concerns, departmental and program issues
- Able to adapt from key issues in rapidly changing contexts
- Anticipates opportunities and searching for best practices information and seizes new opportunities
- Committed to a learner-centered culture
- Develops effective visions and policies
- Reframes problems to find root cause
- Challenges current mindsets of themselves and others

## Interpersonal Skills

- Communication is open and honest
- Enhances an open and collaborative environment
- Able to receive and give constructive feedback
- Effective listening skills
- Displays empathy for others and creates a climate of respect
- Able to solve problems and conflicts with focus on finding common ground
- Accessible and approachable
- Effective, clear communication about intentions to others and follows through

## Decision Making

- Consistent, persistent, and accountable for actions taken
- Engages those who are affected by a decision and seeks their input
- Takes responsibility for making positive changes
- Recognizes reasonable risk taking as an opportunity for learning
- Makes decision based on evaluation of risk and other factors for the institution

## Building Teams and Community

- Ability to develop and implement processes to build teams
- Facilitates a collaborative and cooperative environment where individuals can work together
- Supports team development and effectiveness
- Confident in team members to carry out their responsibilities

## Developing and Inspiring Others

- Facilitates an environment of growth and success
- Positive mentor/coach
- Builds an environment of trust
- Acknowledges the contributions of others
- Encourages the development of others
- Accepts mistakes as part of the learning process

## Change and Transition

- Creates an environment of positive development, and promotes change
- Open communication to support transition and patience with change
- Supports transitions of others and acknowledging their concerns, and going towards constructive action
- Involves others in planning for the future
- Recognizes and celebrates achievements of others
- Communicates relevant information in a clear timely manner
- Seeks opportunities and plans for changes
- Open to acquiring new knowledge and training for the future
- Encourages innovation

## Equity, Diversity and Inclusion

At Red Deer Polytechnic, we are committed to a diverse, equitable and inclusive working environment. This involves empowering people for impact and removing barriers to participation.

## Express Your Enthusiasm

Email a cover letter and tailored resume (PDF or Word document only) to [calgary@leadersinternational.com](mailto:calgary@leadersinternational.com) indicating the job title in the subject line of the email.

### For further information contact:

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