

## **Insurance Councils of Saskatchewan Executive Director - Full Job Description**

The Insurance Councils of Saskatchewan (ICS) is seeking an experienced and strategic leader for the role of Executive Director (ED), responsible for the operational oversight of the Council and its legislative and regulatory framework.

The ICS is committed to a fair, ethical and professional industry which ensures that consumers receive responsible, trustworthy advice and service regarding insurance and related financial matters. The Councils have the authority to conduct investigations into the conduct of insurance brokers, agents and adjusters in response to a complaint and to come to a determination as to whether there has been a breach of any of the provisions of The Saskatchewan Insurance Act, its Regulations or the Insurance Council Bylaws.

Reporting to the Board of Directors, the ED will be responsible for leading the management of the Regina-based employee group through the regulatory and compliance responsibilities incumbent on the regulator. The new ED will engage the team and board members in the execution of its strategic plan.

We are seeking candidates who have a sound knowledge of regulatory environments, proven ability in the development and management of Information Technology systems and external service providers; in-depth knowledge in policy development, interpretation and application; proven leadership abilities including experience with change management processes, collaborative team building and problem-solving capabilities; and implementing results-oriented priorities. The successful candidate will possess strong communication skills and the ability to build trusted relationships internally and with external stakeholders.

### **Primary responsibilities:**

#### **Leadership and People Management**

- Building a high-performing team by actively leading human resource strategies.
- Being a change agent to lead the organization through changing environments.
- Driving team performance through collaborative leadership including supporting and mentoring employees, and providing training and developmental opportunities.
- Setting clear, results-orientated goals with realistic and measurable outcomes.
- Coaching, mentoring and monitoring performance through regular interaction with employees and providing constructive feedback.
- Providing general supervision and management of the day-to-day affairs of the organization within the guidelines established by the Board.

## Board Governance

- Carrying out the policies established by the Board pertaining to the management and administration of the affairs of the Councils.
- Supporting the Board and Councils in fulfilling their oversight and fiscal responsibilities.
- Proactively supporting the Board and Councils with timely and key information by providing background information and briefing notes to assist in their decision making.
- Drafting board policies and operating plans for approval that reflect Board directives.

## Financial Management

- Ensuring the maintenance of all administrative and financial systems of the organization, ensuring required reports and documentation are accurate and complete for required deadlines.
- Ensuring preparation, review and management of financial policies, annual operational budgets, monthly financial reports, annual financial audits, internal controls, risk management and ongoing compliance with applicable federal and provincial legislation and regulations.

## Strategy

- Actively collaborating with staff and the Board in establishing the strategic direction for ICS.
- Setting specific organizational goals, assessing priorities and implementing actions to achieve desired outcomes.
- Continuously assessing the risk profile of the organization and ensuring that strategies are in place to mitigate risks.
- Identifying and prioritizing resources required to achieve goals.
- Ensuring ICS is well-positioned to meet future challenges.

## Business and Operations Management

- Overseeing effective and efficient management of the day-to-day operations of the organization.
- Providing oversight to the Licensing and Compliance processes to enable efficient delivery of services.
- Working collaboratively with the Market Practices Committees for each Council.
- Identifying, developing and operationalizing special projects as necessary.

## Industry Oversight and National Partnering

- Familiarity with industry trends and engaging with other regulatory bodies to gain insight and knowledge into leading practices.

- Familiarity with IT trends and effective business practices to inform the operational requirements for the organization.

### **Education, Experience and Competencies:**

The successful candidate will possess:

- Leadership experience with change management practices in the workplace.
- A four-year degree from an accredited post-secondary educational institution in a relevant field of study. A suitable combination of relevant education, professional qualifications and experience may also be considered.
- Experience in effectively collaborating with a Board of Directors.
- Demonstrated knowledge of strategy development and implementation.
- Experience applying change management practices and possess sound professional and business ethics.
- Effective team-building skills, incorporating cooperation, collaboration and partnerships.
- In-depth experience managing the financial operation of an organization.
- Proficient communication skills with the ability to effectively present information both orally and in written form.
- Strong leadership skills to foster an environment that motivates and encourages employees to develop and perform to achieve organizational objectives.
- Experience within a Regulatory industry, with general knowledge in the insurance or financial services industry being beneficial.
- Thorough understanding of the process of developing, interpreting and applying legislation, particularly as it pertains to administrative law, with emphasis on the disciplinary process.
- Experience in developing and nurturing internal working relationships as well as external strategic partnerships.

The candidate will also be passionate about:

- Creating a positive and inspiring workplace culture.
- Influencing and guiding staff to accomplish goals and objectives.
- Promoting open, honest and ongoing sharing of ideas and information.
- Inspiring leadership throughout the organization and setting clear expectations.
- Developing sound solutions by identifying and analyzing a situation and/or problems and addressing key underlying issues.