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## Analyst, Enterprise Risk Management (Term) – Finance Department

Location: **YVR**  
Job Code: **20-01E**  
# of openings: **1**

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### Description

YVR is made up of a team of diverse people who are working collaboratively to reach our goal of 29 million passengers by 2020! Safety is at the core of everything we do; we're innovative, fun, and we invest in our people. We're a BC Top Employer for 13 years standing, with high engagement scores, an abundance of learning and development opportunities, and a holistic approach to wellness! And we're looking for someone to join our team.

As one of Canada's Best Diversity Employers, Vancouver Airport Authority strives for a workplace that reflects the diversity of the communities we serve. We support the Employment Equity Act and take measures to ensure fair employment practices and treatment of employees across our organization. We welcome applications from all qualified candidates, including women, Aboriginal peoples, persons with disabilities and members of visible minorities. We encourage applicants to self-identify with a designated group(s) to support our team in filling gaps in areas where we can be more diverse. We are also happy to provide reasonable accommodations throughout the selection process and while working at YVR. If you require support applying online because you are a person with a disability, please contact us at 604-303-3152 or [careers@yvr.ca](mailto:careers@yvr.ca). Check out the reasons that make us a Top Employer at: <https://content.eluta.ca/top-employer-vancouver-airport>.

We have a full-time, term opportunity (to July 30, 2021) for an **Analyst, Enterprise Risk Management (ERM)** in the Finance Department. Reporting to the Manager, ERM, the successful candidate will be responsible for supporting the Airport Authority's ERM and Sustainability Reporting programs, including developing, executing and supporting the oversight of assigned risk, reporting and control programs and processes.

### Key responsibilities include:

- Coordinate risk identification and assessment process with all levels of the organization including key internal stakeholders, management and executives
- Participate in regular and ad hoc meetings with all levels of the organization to stay abreast on and track ERM issues, current events and emerging trends and actively linking these to the risk register, tolerances and strategic plan
- Prepare meeting materials, provide ERM analysis and recommendations and support successful remediation of risks by ensuring mitigations and action plans are applicable and adequately influence risk ratings
- Prepare regular reporting to senior and executive leadership team and the Board of Directors
- Review budget submissions, project approval and contract approval documents and provide feedback and recommendations from an ERM perspective to drive enterprise decision-making
- Subject matter expert on the ERM Risk Register database ensuring that all data is accurate, current and relevant
- Develop methodologies to analyse risk data and strengthen risk identification across the organization
- Take a lead role in implementing LogicManager risk management software across departments
- Develop and deliver training sessions on how to complete, update and interpret required risk management
- Facilitate the collection of data and content with departments and coordinate with the Marketing and Communications department for the development of the Annual and Sustainability Report
- Monitor changing conditions of the reporting framework and ensure the Sustainability Program complies with the guiding principles and disclosures under the existing reporting framework
- Act as a key representative for any external assurance engagements on the Annual and Sustainability Report, including ensuring all processes to support such assurance are implemented and necessary information required by the external