



# Manager, Governance & Risk Management

**Manager, Governance & Risk Management**  
**Full Time, regular**  
**Location: Ottawa, ON**  
**Closing date: September 9, 2022**

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When Canada’s health care decision-makers want to know what the evidence says, they ask CADTH, Canada’s drug and health technology agency. CADTH was established by Canada’s federal, provincial, and territorial governments to be a trusted source of independent information and advice for the country’s publicly funded health care systems. Health administrators and policy experts rely on CADTH to help inform their decisions about the life cycle management of drugs, devices, and services used to prevent, diagnose, and treat medical conditions.

CADTH has offices in Ottawa and Toronto and most of our employees participate in a hybrid workspace arrangement (home and in office) that allows for flexibility and enhanced work/life balance. CADTH believes in the positive impact of in-person collaboration and the importance of team building. As such, CADTH gives preference to qualified candidates who live near our offices and can participate in a hybrid arrangement.

**Primary Focus**

The Manager will provide professional advice and collaborate across teams to execute comprehensive governance and risk management programs while also providing expertise and oversight to CADTH’s business continuity and privacy functions. The incumbent will seamlessly manage a range of initiatives that drive organizational integrity while assuring audit, corporate compliance, and ethical requirements are embedded in our overall working culture.

**On any given day, the Manager, Governance & Risk Management will:**

- Lead the implementation of the Board, Governance and Nominations Committee and Finance and Audit Committee Annual Work Plans
- Establish and maintain governance good practices across the CADTH governance structure (Board and expert and advisory committees), working collaboratively with program staff as appropriate
- Develop and deliver appropriate education and resources across the organization to promote compliance with privacy policies and practices
- Ensure CADTH always follows statutory privacy obligations, through policies, reporting and other practices and provide regular reports to CADTH’s Privacy Officer
- Execute risk management activities such as the conflict-of-interest process, procedural review process and information management practices
- Maintain and continuously improve enterprise risk management practices, including reporting
- Engage across the organization to build, maintain, and communicate plans to preserve critical functions and minimize business disruption in the event of emergency

**Is this the right role for you?**

**The Manager, Governance & Risk Management will likely have:**



## Job Posting

- Completion of post-secondary education in a related field such as business or health administration coupled with experience developing, maintaining, and applying business continuity plans and/or risk management experience which is normally attained with progressive leadership experience over no less than five years. A suitable combination of experience and education may be considered.
- Previous experience in a people management role is required
- In depth knowledge of enterprise risk management practices
- Knowledge of federal, provincial, and territorial privacy legislation and experience with its application
- Experience supporting Boards of Directors and Board Committees
- Experience briefing and providing advice to senior leadership
- Ability to create and foster long-term working relationships with colleagues, clients, and partners
- Excellent oral and written communication skills
- Experience working collaboratively, prioritizing, and balancing multiple competing tasks effectively in a fast-paced and dynamic environment.
- Respectful, approachable, and team-oriented while building strong working relationships and a positive work environment.

### Assets

- Experience serving on a Board of Directors
- Experience as a Corporate Secretary
- Experience as a Privacy Officer
- CIPP or CIPM certification (or willingness to obtain upon onboarding)
- GPC.D or ICD.D Designation
- Canadian Risk Management (CRM) designation (or willingness to obtain upon onboarding)
- Fluency in French

To apply for this position, visit the Careers section of our website at [www.cadth.ca/careers](http://www.cadth.ca/careers). Your resumé must clearly identify how your skills and experience relate to the requirements of this role. Applications for this opportunity may be used for future staffing vacancies. We thank all candidates for your interest, however only those selected for further consideration will be contacted. Please continue to visit our website for new opportunities.

CADTH is committed to an equitable and inclusive workplace that embraces the full spectrum of humanity so that everyone may reach their greatest potential. In addition to meeting the noted role requirements, CADTH values Lived experience as a member of Indigenous, Black and/or People of Colour communities and/or as a Person with Disabilities, or member of other equity groups and a demonstrated understanding of the value of diversity and inclusion in the workplace.

CADTH is committed to accommodating people with disabilities. If you require any accommodations or have any questions, please contact [hrinbox@cadth.ca](mailto:hrinbox@cadth.ca). We will work with you to meet your needs.