



Manager, Safety & Risk

Reports to: Vice-President, Domestic Sport Programs & Events

The Position:

Alpine Canada Alpine (ACA) is the national governing body for Ski Racing in Canada and home to three of Canada's most exciting snow sports: Alpine, Para-Alpine and Ski Cross Racing. The organization has a strong Board and senior management leadership that are committed to a vision for Canada to be a World Class ski racing nation inspired by the passion and performance of Canada's ski teams. ACA leads the achievement of Canada's ski teams' podium success and inspires the next generation of ski racers and fans. Alpine Canada is unwavering in our commitment to providing a healthy, safe and inclusive sport experience for all stakeholders and strives to be a leader in this space.

We are currently seeking an experienced and motivated leader to join our organization in the role of **Manager, Safety & Risk**.

Reporting to the VP, Domestic Sport Programs & Events, the Manager of Safety & Risk will oversee ACA's Safe Sport Strategy Framework. The Manager will promote a healthy, safe, and inclusive sport environment, providing the foundation to the culture of excellence we are striving to build and foster. This framework includes policies, procedures, education, prevention, response, resources, and advocacy with respect to screening, conduct, reporting, privacy, risk management, inclusion, concussion awareness and protocols, anti-doping, health and safety and related insurance programs. The Manager will work with all ACA stakeholders, including staff, Board members, provincial/territorial organizations (PTOs), clubs, external partners, resorts and insurance providers to implement and follow the ACA framework.

Duties:

- Advocate and promote a safe sport environment for ski racing in Canada,
- Collaborate and work with internal and external stakeholders to create a positive, athlete-centered environment,
- Evaluate the effectiveness of current risk management procedures and support relevant pillars of ACA's risk management framework,
- In conjunction with the appropriate ACA staff and/or Board members, play a lead role in developing, maintaining, and reviewing the ACA Safe Sport Strategy framework, including the review, maintenance, and updating of policies and procedures with respect to Conduct and Safe Sport,
- Provide safety advice and support to Provincial and Territorial Sport Organizations, clubs and members in support of the implementation of procedures that safeguard and promote the welfare of participants at risk,
- Provide leadership for our work and collaboration with OSIC to ensure an independent mechanism is utilized to receive, assess, investigate, and adjudicate complaints related to



conduct or maltreatment. Where appropriate, contract a third party independent from ACA to ensure service delivery that meets member's needs,

- Ensure proper record keeping and data collection and provide interpretation and reporting on all incidents as well as follow up on the decisions and sanctions of the independent mechanism,
- Consult with legal counsel as required to resolve difficult legal compliance issues,
- Interpret ACA policies and procedures, with advice from legal advisors and in consultation with the senior leadership team,
- Provide guidance and support to individuals, members, clubs and other stakeholders to respond to direct compliance issues (child protection, poor practices, etc.) through appropriate channels for investigation and resolution,
- Work with stakeholder to ensure relevant and effective resources and tool kits are available for education and training with regards to best practice in the area of risk mitigation and safeguarding,
- Manage all aspects of ACA's insurance program,
- Liaise with other organizations regarding Safety & Risk initiatives,
- Represent the organization at external meetings related to Safety & Risk management when required.

Working Conditions

- Full Time
- Location at head office in Calgary, AB, commercial office in Toronto, ON or remote work arrangement may be negotiated,
- Some travel may be required,
- Some evening and weekend work may be required to be taken as time in lieu as scheduling permits

Employment Requirements

- Bachelors degree with relevant work experience relating in areas such as social work, psychology, human resources management, risk management, occupational health & safety or education;
- Must demonstrate strong leadership, collaboration and communication skills.
- Minimum 5 years' progressive experience,
- Ability to demonstrate experience in the development and enforcement of policies pertaining to Conduct, Harassment, Abuse, Discrimination and Maltreatment,
- Background in sport, and/or not-for-profit sectors,
- Knowledge and experience in managing commercial general liability insurance programs,
- Combination of related qualifications and experience may be considered,
- Additional assets would include database management experience, proficiency in MS office applications, along with an understanding of workplace health, safety, and privacy legislation,
- Bilingual English / French candidate is an asset
- Ability to provide proof of vaccination with full course dose of Health Canada recommended vaccine for COVID-19



Additionally, the candidate must be able to demonstrate excellent interpersonal and collaborative skills with experience driving results in complex workplace and stakeholder environments. Advanced ability working with MS office applications is required. Understanding of various software (Google Docs, Adobe, etc) is also an asset.

Please send your cover letter and resume to careers@alpinecanada.org. Interviews will take place via teleconference.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

CONTACT INFORMATION

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