Position Specification

Global Risk Institute in Financial Services

Business Analyst

April 2021

POSITION SPECIFICATION

Position	Business Analyst
Company	Global Risk Institute in Financial Services
Location	55 University Avenue, Suite 1801 Toronto, Ontario M5J 2H7
Reporting Relationship	Chief Operating Officer
For more information	info@globalriskinstitute.org

COMPANY BACKGROUND / CULTURE

The Global Risk Institute (GRI) is a premier organization that defines thought leadership in risk management for the financial industry. GRI brings together leaders from industry, academia, and government to draw actionable insights on emerging risks.

The organization was founded in 2010 as a result of efforts by the financial industry, the Bank of Canada and the provincial and federal governments to build capacity to manage and prevent risks within Canada's financial institutions and to build a global profile for the industry. There were 16 founding financial institutions, with the Governments of Canada, Ontario, TD Bank Group and Manulife Financial acting as core sponsors.

Through engagement activities with its member institutions, GRI builds integrated risk management capacity for private and public sector professionals. It also acts as a hub, stimulating evidence-based debate among regulators, practitioners and academics engaged in risk. GRI's objectives are to:

- Build risk management capacity in the financial services industry
- Leverage our convening capability to foster effective conversations among the public and private financial sectors
- Deepen and broaden our collective understanding of financial industry risks through research, education, and events
- Continue to expand our financial industry membership reach and engagement, while building our brand in risk management

GRI has become the leading forum for ideas, engagement and emerging trends in risk management in the financial services sector and is well positioned for the future. Through ongoing growth in its partnerships, membership and programming, GRI continues to build strong connections, provide critical research, education and events for risk leaders globally.

KEY RESPONSIBILITIES

The Business Analyst is responsible for providing business support, reporting and analytics support both on a day-to-day and project basis.

The Analyst reports to the Chief Operating Officer.

Specific responsibilities include:

- Lead ongoing reviews of business processes with the COO

- Update and assist in implementing standard operating procedures

- Work with the Senior Leadership Team to update the company's business strategy and mission statement

- With the COO, review data analysis needs of the organization and assist in developing solutions

- Support GRI's thought leadership by developing or contributing to publications, events, webinars, and other materials

- Assist with the production of materials for the quarterly Board of Directors' and Committee meetings

- Assist with the production of materials for GRI committee meetings

- Other projects as assigned

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

The successful candidate will be an innovative professional. If you have the following skills and attributes, we would be interested in hearing from you:

- Exceptional analytical and conceptual thinking skills

- Attention to detail with the ability to work independently, prioritize, and multi-task

- Ability to document and present findings in a clear and concise manner

- Superior communication and interpersonal skills

- Experience working with senior executives and partners

- Proficient with Microsoft Office (Word, Excel, PowerPoint) and web-based business tools

EDUCATION

- University degree in business, finance, or a related field.

COMPENSATION

A competitive compensation package.

TO APPLY

Please provide a short cover letter telling us why you're a great fit for the organization and this role. Include your resume and submit the package to:

SukYee Ang
Director, Finance
sang@globalriskinstitute.org

Please note that only candidates selected for an interview will be contacted