

Position Specification

Global Risk Institute in Financial Services

Pension Hub Manager

February 2022

POSITION SPECIFICATION

Position	Pension Hub Manager
Company	Global Risk Institute in Financial Services
Location	55 University Avenue, Suite 1801 Toronto, Ontario M5J 2H7
Reporting Relationship	Managing Director, Research
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 risks globally.

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.

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 Pension Hub Manager will provide business support and assist the Managing Director, Research, in operationalizing the research and member value-add activities within GRI. GRI's research activities involve several focus areas / themes that are coordinated in hubs. This role will focus on actively supporting our Pension Hub.

We are looking for an individual who can credibly engage with senior stakeholders including members, academia and industry thought leaders in the institutional asset management and pension sector. They will need excellent communication and organizational skills, in order to organize meetings, events, contracts and oversee research deliverable production.

The Pension Hub Manager reports directly to the Managing Director, Research.

Specific responsibilities include:

1. Building the GRI's Pension Hub value and brand
 - a. Setting the pension and institutional asset management research's overall strategy;
 - b. Track the development of the pension sector in Canada and internationally and provide regular analysis and insight for GRI's members and partners;
 - c. Identification and development of partners within academia and other research organizations and conduct Pension Hub projects;
 - d. Act as a point of connection through ongoing dialogue with thought leaders in industry and academia;
 - e. Provide input and support to various government and regulatory agencies on developing a sustainable pension system in Canada;
 - f. Provide the Managing Director, Research, with guidance and advice to ensure that the Pension Hub research agenda remains current in light of events and changing environment within the pension and institutional asset management sector;
 - g. Serve as an ambassador for the Pension Hub/GRI in certain forum as requested.
2. Pension Hub Research Management
 - a. Coordinate the content for the Pension Hub's governance committees;
 - b. Manage the contracting requirements of new external research engagements;
 - c. Monitor the contract compliance and provide regular updates on external research deliverables. Meet with external researchers to ensure progress;
 - d. Review Pension Hub research deliverables and coordinate the distribution to members;
 - e. Organize meetings, round-tables and events that promote Pension Hub research deliverables;

- f. Collaborate with GRI Executives in residence, research team, and external research fellows to ensure market relevant, high quality research deliverables are produced for our members.
3. General Research Team Support
 - a. Assistance at times to the other research hubs / focus areas, in tasks similar to the ones specifically listed above for Pension Hub;
 - b. Other duties as assigned by the Managing Director, Research.

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

The role of the Pension Hub Manager will require:

- Deep knowledge/experience of the financial services industry sector specifically in pensions and institutional asset management, in order to establish credibility for the work to be done
- Strong organizational, time management and project leadership skills to work effectively in a fast paced and rapidly changing environment, where managing multiple competing time sensitive priorities and being adaptable to change is essential
- Strong interpersonal skills to build trusted relationships; cultivate partnerships and work collaboratively in a team, and with executives, stakeholders, internal partners, and vendors/agencies
- Well-developed analytical, problem solving and continuous improvement skills to think outside-of-the-box to implement creative solutions, enhancements, and innovative design ideas
- Self-starter, capable of taking initiative to identify and resolve problems

Preferred optional experience includes:

- Risk management in financial institutions
- Academic research management

EDUCATION

A (relevant) post-secondary degree is preferred to credibly communicate with stakeholders at universities and academic research centres.

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:

Ms. SukYee Ang

Director, Finance

sang@globalriskinstitute.org

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