



**Employment Opportunity Announcement: NICTD
Risk Manager
Contract Position**

The Northern Indiana Commuter Transportation District (NICTD) owns, operates, and maintains the South Shore Line passenger rail service.

NICTD is seeking a qualified and experienced candidate to be considered as its Risk Manager for two major capital projects that the railroad is currently undertaking; the Double Track NWI and West Lake Corridor Projects. Reporting directly to NICTD's President, the Risk Manager will develop and implement NICTD's risk management strategies for its two major capital projects. This includes risk management planning, identification, assessment, analysis, response planning, monitoring and control. The candidate should utilize knowledge gained from past experience to resolve complex issues, especially where procedures may not be prescribed or well defined.

This is a unique opportunity to help shape the future of both the SSL and the regional economy for the next 100 years. The successful candidate will join a team that is dedicated to successfully completing these capital investment projects on time and within budget.

Description

The duties include, but are not limited to, the following:

- Maintain NICTD's risk management processes, identify NICTD operations risks, and develop contractual and risk financing solutions.
- Direct the strategic direction of risk management, insurance management, claims management, loss control, contract drafting, review, and the negotiation of indemnification provisions and insurance requirements.

- Negotiate, procure, and maintain adequate risk and insurance coverage programs; and interface and coordinate with all of NICTD's lines of business, insurance brokers, insurance companies, reinsurers, and third party providers, as required.
- Understand, interpret, and apply department policies and procedures, and applicable Federal, State, and local policies, laws, and regulations.
- Supervise the research, collection, evaluation, and analysis of data and information from multiple sources; interpret insurance coverage information and develop presentations for a variety of audiences; evaluate risk management, insurance, and claims issues; prepare clear and concise analytical and financial reports; and make recommendations based on findings.
- Establish, lead, participate, and/or facilitate at meetings to convey data and information.
- Prepare reports, correspondence, agreements, agendas, statistical charts, and other documents as required, for presenting results, identifying alternatives, and making recommendations regarding risk, insurance, and claims.
- Review and draft contractual indemnity and insurance coverage provisions.
- Interface with consulting insurance brokers, third party administration providers, and insurance company underwriters and claims managers.
- Interface with safety and loss control personnel, as required.
- Prioritize one's own work load and complete projects and assignments with accuracy and timeliness.

Position Requirements

The following qualifications and skills are required, or highly desirable, as stated below:

- Bachelor's Degree in risk management, insurance, construction management, transportation, finance or closely related field; AND approximately ten (10) years of related experience in risk and insurance management projects that includes five (5) years of management and supervisory responsibility, preferably in construction and transportation infrastructure programs; OR the equivalent combination of education and experience sufficient to successfully perform the essential duties as listed above.
- Experience with transit infrastructure projects funded by the FTA is preferred.
- Knowledge of principles and practices of loss reduction and loss control.
- Past experience with reviewing and providing contractual indemnity and insurance coverage requirement provisions.
- The ability to develop, negotiate, procure, and maintain property and liability insurance coverage programs.
- A working knowledge of research techniques and statistics.
- Proficient in using the Microsoft Office Suite, including Word, Excel, PowerPoint, etc.
- A familiarity with good project management and scheduling techniques.
- Possess effective presentation strategies.
- Have the ability to understand and interpret risk transfer and risk financing programs and services.
- Strong written and verbal communication skills.
- A self-starter mentality with the ability to address multiple priorities and meet deadlines.
- Must have a valid driver's license and no recent drug, alcohol, or felony convictions.
- Must pass all required assessments and background screening.

Schedule

The anticipated normal working days are Monday through Friday with office hours of 8:00AM – 5:00PM. Evening and weekend work may occasionally be required based on project and operational needs. Occasional travel may also be required to meet with consultants, vendors, professional associations, and others.

Salary and Benefits

The salary is projected to be within the range of \$95,000 to \$105,000 annually based on educational background, skills, and work history. As mentioned earlier, this is a contract position. The contract is expected to last for five (5) years. All of the benefits that come with full-time employment including health insurance, vacation, etc., will be offered. Further details will be available during the interview process.

How to Apply

Deliver, mail, fax, or e-mail a resume outlining your training, experience, and work history no later than 1 p.m., July 2, 2018, to NICTD's Director of Human Resources & Labor Relations at the address listed below. A cover letter is also encouraged, but not required. Late applications resumes will not be accepted, nor will NICTD accept responsibility for misdirected, lost, or misaddressed resumes. Apply early for consideration; NICTD reserves the option to close this opportunity before the stated deadline. Any applicant who desires confirmation that a resume has been received is encouraged to either hand deliver their materials or send them by certified mail. Submission of an application does not guarantee an interview.

Deliver all resumes to:

Director Human Resources & Labor Relations

Northern Indiana Commuter Transportation District

Attn: Risk Manager

601 N. Roeske Avenue

Michigan City, IN 46360-2669

Fax: (219) 872-5841

E-Mail: bjarne.henderson@nictd.com

NICTD IS AN EQUAL OPPORTUNITY EMPLOYER