



JOIN OUR TEAM
REJOIGNEZ NOTRE ÉQUIPE



The Toronto Port Authority owns and operates:
L'Administration portuaire de Toronto possède et exploite:

AÉROPORT DE TORONTO
BILLY BISHOP
TORONTO CITY AIRPORT

PORT OF
TORONTO

OUTER HARBOUR
MARINA
DE L'AVANT-PORT

The Toronto Port Authority operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront for all to enjoy.

The Toronto Port Authority has the following permanent, full-time opportunity awaiting you:

MANAGER OF STRATEGY AND RISK PLANNING

The Manager, Strategy and Risk Planning strengthen organizational resilience by leading strategic planning, enterprise risk management, and corporate insurance. The role maintains the ERM framework, integrates risk into strategy, evaluates key and emerging risks, supports continuity and third-party risk processes, and advises senior leaders on balancing opportunity and exposure. It also oversees enterprise-wide risk reporting, governance, and the risk register; sets risk policies and appetite; and promotes a strong risk culture across departments, ensuring a disciplined, forward-looking approach to managing organizational risk.

RESPONSIBILITIES:

General activities and functions include, but are not limited to:

- Support the CFO, CEO, and senior leadership in developing corporate and business unit plans and facilitating annual planning workshops.

- Identify, price, and define tactics for business plans and establish quarterly follow-ups to drive execution accountability.
- Prepare clear, executive-level reports, dashboards, and analysis for senior leadership, Board committees, and governance forums.
- Design, implement, and maintain the enterprise risk management (ERM) framework aligned with leading practices.
- Integrate risk considerations into strategy, business planning, major initiatives, and executive decision-making.
- Identify, assess, and monitor strategic, operational, regulatory, reputational, and emerging risks.
- Conduct scenario analysis, stress testing, and risk workshops with leadership teams to support informed decisions.
- Oversee operational risk management, including incident monitoring, near-miss reviews, and remediation tracking.
- Support business continuity, emergency management, and organizational resilience planning with functional leaders.
- Lead third-party risk management, including assessments of vendors, contractors, and critical suppliers.
- Collaborate with Procurement, Legal, and IT to embed risk considerations into contracting and vendor oversight.
- Manage the corporate insurance program, including coverage analysis, renewals, broker engagement, claims oversight, and certificates.
- Align insurance coverage with the organization's risk profile, appetite, and loss trends to inform mitigation priorities.
- Maintain the enterprise risk register and ensure consistent risk taxonomy, methodology, and tools across business units.
- Promote a strong risk-aware culture through guidance, training, and constructive challenge to leaders and risk owners.
- Coordinate with Internal Audit, Compliance, Health & Safety, Security, HR, and others to ensure alignment and support audits and reviews.
- Partner with IT and Security to identify, assess, and report cyber, data privacy, and technology risks within the ERM framework.
- Model and support compliance with health, safety, and emergency response procedures, training, and workplace hazard awareness.
- Represent and promote the organization's mission, values, and reputation with external stakeholders, partners, and industry peers.
- Ensure professional communication, protect confidentiality, maintain documentation standards, pursue ongoing professional development, and support cross-departmental needs.

Note: This position description is intended to describe the general level and nature of the position and is not an exhaustive list of all tasks assigned in the performance of the position.

QUALIFICATIONS AND ABILITIES:

- Post-secondary education with a Degree or Diploma in Business, Risk Management, Finance.
- Holds a professional designation such as CRM, CRMP, CERM/ERM- related certificates or equivalent and is in good standing with the relevant professional body.

- Minimum five (5) to seven (7) years of progressive experience in enterprise risk management, or operational risk.
- Experience in a regulated or complex organization (public sector, crown corporation, infrastructure, transportation, telecom, energy, etc.) is strongly preferred.
- Established experience leading initiatives independently and managing projects from planning through execution.
- Demonstrated ability to interface effectively with senior leadership and Boards, providing clear, credible input and guidance.
- Superior interpersonal skills, able to interact with all levels in a professional, positive manner, able to build trusting relationships and be a team player.
- Resourceful self-starter, able to work independently and within a team environment.
- Advanced professional judgement, high integrity, and solutions oriented.
- Demonstrates adaptable, curious, and forward-looking approach, with a willingness to anticipate change and continuously learn.
- Able to multi-task, manage and meet deadlines and adapt easily to change.
- Excellent, effective communication skills, both oral and in written format, creating and delivering business presentations.
- Able to handle a variety of projects and produce work with a high degree of accuracy and attention to detail.
- Highly organized, possessing a solid ability to plan and follow up.
- Bilingual in French and English is an asset.

CONDITIONS:

- Criminal record check will be conducted on hire.
- Credit check will be conducted on hire.
- Flexibility to work extended hours or weekends, as the need arises.
- Active response to emails after hours may be required.

Interested and qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to:

careers@torontoportauthority.com

By submitting a resume and/or job application materials, you consent to the Toronto Port Authority collecting, using, and disclosing your personal information for the purposes of present or future job opportunities, in accordance with our Privacy Policy.

Licenses and other documentation may be requested from candidates moving on to an interview.

In the subject line, please quote: **MANAGER OF STRATEGY AND RISK PLANNING**

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted. The Toronto Port Authority is an equal opportunity employer.



To learn more about the Toronto Port Authority and the exciting work we are doing to be a city-builder and transform Toronto's waterfront go to www.TorontoPortAuthority.com