



Are you ready for a change? CN Investment Division is your chance to do meaningful work with a smart, imaginative team in a unique and exciting environment. With over \$19 billion in assets, we actively manage the pensions of over 50,000 pensioners and pension plan members. This important mission drives our teams and our vision each and every day.

As a part of the CN Investment Division team, you will always be learning, adapting and creating solutions to keep pace in a changing world. You will also work in a flexible, inclusive, and equity-focused environment with lots of room to thrive and grow your career and skills.

Join our team and be part of something great.

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## Position: Analyst, Enterprise Risk and Governance

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### Current Opportunity

In this role you will work closely with the Managing Director, Head of Enterprise Risk and Governance, and will provide support in developing, monitoring, and reporting the Enterprise Risk Management processes, policies, and results. You will be responsible for identifying, analyzing, and reporting on enterprise risks and trends, developing effective working relationships throughout the enterprise, and providing support on effective risk management techniques. Additional responsibilities may include providing enterprise risk knowledge (non-investment risks) and support to CN Internal Audit. You will assist with the documentation, monitoring, and reporting of all processes and policies for the Division including compliance, financial, information technology, and investment operational processes.

As the ideal candidate, you have an understanding of risk management practices and methodology, including a solid understanding of internal control. You are a strong team player with excellent communication skills, analytical skills, and attention to detail. You are organized, self-motivated, and flexible. You are able to meet deadlines, especially at peak times, and you have an excellent work ethic.

This is a position that will enable you to grow and get to know our dynamic organization and industry.

### Primary Responsibilities

- Assist in the establishment and review of the enterprise risk management plan and cross-Division risk assessments to identify and evaluate enterprise risks
- Help maintain relevant risk management program documentation (e.g., risk registers, summaries, assessments, reporting, policies, heat maps), and ensure document repositories are organized, accessible, and current
- Support interactions with CN Internal Audit and other control functions related to our work, as applicable
- Analyze information to proactively identify risks, trends, and process improvements, and support reporting on risk topics to management
- Assist with timely delivery of assessments and reports for both internal and external reporting
- Help in the building, execution, and reporting of new compliance rules
- Keep apprised of existing, and emerging regulatory reporting requirements that impact operational risk areas
- Participate in risk and other management forums and contribute to continuous improvement of risk and project/program management practices

- Participate on various special projects requiring analytical and risk assessment skills
- Be a role model for the company's values and demonstrate the highest ethical standards
- Promote proper internal control practices within the company
- Provide ad hoc analysis as needed
- All other duties as assigned

### Professional Requirements

- Bachelor's Degree in a field related to Finance or Business Administration or equivalent work experience
- Chartered Professional Accountant (CPA) designation, or equivalent and/or other regulatory compliance certifications preferred (CRMA or CIA)
- Minimum four to five years previous enterprise risk management, risk analysis and assessment, or internal audit experience
- General knowledge of governance and risk analytics
- One to two years previous financial services and/or investment industry experience
- Understanding of risk management practices and methodology, including a solid understanding of internal control
- Skilled in operating personal computer and various software packages (Microsoft 365, Outlook, Excel, etc.)

### Desirable Skills and Aptitudes

- Strong communication, interpersonal, and analytical skills
- Able to handle large volume of data and many details, yet maintain perspective
- Highly motivated/self-starter
- Critical and strategic thinker
- Ability to multi-task in a changing environment
- Demonstrated ability to work independently
- Highly collaborative, team player
- Bilingual (French and English)

If this position sounds like you, we would love to hear from you! Please send your application by March 17, 2023 via email to [jobs@cnid.ca](mailto:jobs@cnid.ca). The information received will be treated in strict confidence.

The Division values diversity and is committed to employment equity. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sexual orientation, gender identity, national origin, age, physical or hidden disability, or protected veteran status. You are encouraged to apply and to self-identify so we can work toward full representation of those groups within our company. Should you require any accommodation in the application or interview process, please just let us know.

We appreciate your time and effort, however, only candidates selected for an interview will be contacted. Thank you for your interest in the CN Investment Division.