

**Division:** Risk Management and Compliance  
**Reporting to:** Director, Regulatory Compliance and Fraud  
**Career Level:** Analyst  
**Pay Type:** Salaried

### **Job Overview**

The Project & Operational Risk Analyst works to identify and limit the risk associated with a company's operations. Your responsibilities involve assessing business operations, identifying issues in projects, processes and new initiatives, and preparing impact assessments on your findings. You then help develop policies and implement changes to lessen operational and project risks. Other duties include continually monitoring business processes to find potential new threats and ensuring company compliance with laws and regulations.

### **Role**

- Consult and collaborate with a variety of internal stakeholders to better understand the business requirements, processes, product needs and alternative solutions
- Be involved in the execution of projects, processes and initiatives that encompass all aspects of FirstOntario's business objectives
- Utilize current knowledge of all relevant Canadian Anti Money Laundering and Privacy legislation and translate the effect of changing legislation on FirstOntario's projects and operational processes and implement required changes
- Identify any gaps in compliance with legislation within all projects and operational processes by performing impact assessments.
- Impart your expert knowledge on staff and colleagues to help them stay on top of the evolving business environment
- Assist in the development and implementation of policies that manage operational and project risks
- Assess business operations, identify issues in projects, processes and new initiatives and prepare impact assessments on your findings
- Collaborate with your peers to collectively think of innovative ideas that drive business through technology
- Build and utilize working relationships with internal business partners across the organization and external business contacts
- Actively participate in community events as part of FirstOntario's overall commitment to Corporate Social Responsibility
- Be a change leader as FirstOntario continues to adapt to new and exciting ways of delivering business services
- Consider health & safety as a primary concern to ensure the overall well-being of your team and members
- Perform other duties as required

### **Required Skills**

- Have a strong business acumen with a post-secondary degree, possess a certified anti-money laundering specialist (CAMS) or equivalent professional designation or equivalent work experience, minimum five (5) years in a position in within a financial institution in the area of Operational Risk or Compliance
- Canadian Risk Management certification and/or Certified Information Privacy Professional (CIPP) certificate or having experience in project management would be considered an asset
- Knowledge of risk assessment (particularly privacy impact assessments) and relevant governing legislation
- Change management and project management knowledge and experience
- Be overly aware of and mitigate operational risk factors and ensure compliance with applicable regulations, legislation and FirstOntario policies and procedures
- Pre-existing knowledge of regulated environments, with an emphasis on compliance issues and privacy legislation.

- Experience reviewing legislation, legal documents and contracts and monitoring and drafting processes or procedures.
- Perform risk assessments on projects and processes to ensure compliance with policies, contractual and legislative obligations
- Deal with complex and confidential issues efficiently
- Leverage data to write meaningful reports and confidently present findings to business partners that will enable them to make informed decisions
- Be aware of and mitigate enterprise risk factors and ensure compliance with applicable regulations, legislation and FirstOntario policies and procedures
- Stay on top of AML and Privacy best practices and changes in laws and regulations while actively applying your knowledge in all that you do

*Accommodations for persons with disabilities are available upon request during the application process.*