

Queen's Doctoral Internship in University Administration (QDIUA)

Job Title: Risk and Safety Services Intern

Office/Department/Program:

Risk and Safety Services, Office of the Vice-Principal, Finance and Administration (VPFA)

Number of Positions: 1

Fellowship Mentor (if identified at this time): Kim Murphy, Executive Director

Brief Description of Your Unit/Organization:

Risk and Safety Services provides operational and strategic direction to the University on all issues related to risk management, safety and security. The Portfolio is responsible for:

- Campus Security and Emergency Services
- Enterprise Risk Management
- Environmental Health and Safety
- Insurance Services

Enterprise Risk Management and Insurance Services plays a key role in enabling Queen's to achieve its Mission and Strategic Objectives by identifying, analyzing, managing/mitigating and monitoring internal and external risks that pose a potential threat to the University's human, physical and financial assets and/or reputation.

The Campus Security and Emergency Services and Environmental Health and Safety Teams help provide a safe environment for staff and students. Over the past year, Risk and Safety Services played a key role in supporting the Queen's community through the COVID-19 Pandemic, including launching the COVID Self-Assessment module in our mobile safety App SeQure, and supporting the implementation of Queen's Vaccination Policy.

Risk and Safety Services is excited to offer an opportunity to supervise and mentor a Ph.D. student as they work on a department project while learning about risk management at Queen's University, and the role of the VPFA in supporting Queen's academic and research mandates.

Intern Responsibilities and Learning Outcomes:

The Intern will work closely with the Executive Director to refine/evolve Queen's Enterprise Risk Management (ERM) Framework. The ERM Framework defines a university-wide approach to identifying and preparing for potential hazards that could negatively impact Queen's operations, finances, and strategic objectives.

Responsibilities will include:

- Conducting an environmental scan and key informant interviews to identify leading practices at other universities
- Translating the environmental scan into recommendations for Queen's ERM Framework.
- Writing reports and briefing for senior leadership
- Supporting meetings between the Risk and Safety Team and Business Owners across campus to obtain updates on identified risks. Queen's reports on its risk management to the Board four times a year.

The Intern will also have the opportunity to support other key initiatives within the Portfolio. This could include the implementation of recommendations from the external review of Campus Security and Emergency Services (CSES) response to hate crime on campus, and the recommendations from the Internal Audit report on Event Sanctioning.

The Intern will participate in a number of networking and learning opportunities. The Intern will meet with senior leaders across the Office of the Vice-Principal (Finance and Administration), including the leaders of Finance and Administration, Procurement, Information Technology, Internal Audit, HR and Facilities. The Intern will also attend internal and external meetings, including an ERM Community of Practice with other Canadian Universities.

Intern Learning Outcomes

During this internship, the intern will develop the following knowledge and skills:

- Knowledge of key administrative support services at Queen's and supporting governance structures
- Knowledge of enterprise risk management in a higher education setting.
- Translation of environmental scan and interview findings into recommendations, and the presentation of recommendations to senior leaders and internal stakeholders
- Coordination of an initiative through the design and execution of workplans
- Application of office-specific organizational and time-management strategies to manage competing priorities and meet deadlines

The intern will also be given the opportunity to identify additional learning outcomes that are relevant to their career choices.

Desired Qualifications

- Strong written and verbal communication skills
- Experience conducting environmental scans and key informant interviews and summarizing findings
- Ability to translate findings into recommendations
- Relationship management skills
- Ability to work independently
- Experience working on projects that have defined deadlines and competing priorities

- Adaptable and flexible
- Proficient in the use of personal computers and the software applications normally associated with them (i.e., Microsoft Office, web browsers, etc.).