



## **JOB DESCRIPTION**

**POSITION:** Director, Compliance

**Reports to:** Chief Executive Officer

**Department:** Risk

**Job Level:** 5 (Director)

**Flexible Work Options Available:** We are a hybrid workplace environment, granting team members the ability to work up to 3 days remotely per week.

<b>POSITION SUMMARY</b>
The Director, Compliance is responsible for Teachers Life's compliance programs, policies, reporting, and practices. They have an expert understanding of regulatory compliance and risk management principles as they apply to a life insurer. They ensure all corporate activities follow regulatory requirements and risk management principles related to the governance of the organization as well as any life insurance industry-specific or location-specific laws. In addition to reporting to the CEO for their day-to-day responsibilities, the Director, Compliance will report to the Board and its standing committees as required.
<b>KEY RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Provide effective monitoring and reporting on systems and procedures to ensure ongoing operational compliance with Teachers Life's Risk Appetite Framework, with regular updates to senior management and the Board.</li><li>• Maintain working knowledge of applicable regulatory requirements and ensure the Society's compliance as applicable through internal controls and audits.</li><li>• Analyze new and proposed legislation that may impact company operations, products, services, or distribution channels and initiate appropriate action.</li><li>• Determine compliance metrics and establish a system for tracking them.</li><li>• Manage the licensing of the Society and its advisors and ensure all requirements are met in advance of each new license and renewal.</li><li>• Responsible for Market Conduct monitoring and early identification of trends or items requiring investigation.</li><li>• Recommend process or systems changes to address issues; facilitate staff training or coaching as necessary; work with internal teams, external business partners and management to implement changes.</li><li>• Respond to and/or assist in responding to time-sensitive regulatory inquiries, including investigating, preparing documentation, and drafting responses to the regulators.</li><li>• Assist and/or lead the coordination of regulatory inspections and examinations.</li></ul>
<b>QUALIFICATIONS &amp; EXPERIENCE</b>
<ul style="list-style-type: none"><li>• A lawyer, an actuary, or an accountant who is a member in good standing with their professional governing body.</li><li>• 6-9 years of experience in a senior compliance role.</li><li>• Experience in insurance licensing (insurer and agent) is required.</li></ul>

- Certificate in compliance or ethics is an asset.
- Current LLQP license, maintained in good standing is an asset.
- Canadian Risk Manager (CRM) or similar risk management designation is an asset.
- Demonstrated ability to understand, interpret, and apply regulatory and legislative guidelines.
- Demonstrated ability to communicate with all levels of management and staff.
- Advanced skills in Excel, PowerPoint, Word.
- Bilingual (English and French) is an asset.

#### **SKILLS & CORE COMPETENCIES**

- Superior communication skills with both functional and non-functional stakeholders to facilitate risk awareness and informed decision-making at all levels of the organization (including documentation and formal presentations).
- Advanced problem-solving and organizational skills.
- A demonstrated commitment to high ethical standards and a diverse workplace.
- Demonstrated attention to detail.
- Extremely organized, adaptable, and keen to take initiative.
- Strong alignment with our organizational mission, vision, and core values.