

1 Q. **2013 General Rate Application, Intercompany Transaction Costing Guidelines –**
2 **Exhibit 8**
3 Page 7, lines 14-16 – Provide the employee job descriptions for each position within
4 Nalcor’s Risk and Insurance department in 2013.

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7 A. Table 1 outlines the positions within Nalcor’s Risk and Insurance Department in
8 2013. PUB-NLH-257 Attachment 1 contains a copy of each job description. The
9 Risk and Insurance function is provided to Hydro through the Finance Division. All
10 positions within this department are in Nalcor. All positions in this group charge
11 their time to the appropriate line of business as described in Exhibit 8, page 5,
12 under Corporate Services, Type 2 – Corporate Costs.

13
14 **Table 1**

Position
Manager of Risk Management
Risk & Insurance Analyst

Manager, Risk Management

Location Information

Company:	Newfoundland & Labrador Hydro
Division:	Finance
Department:	Risk & Insurance
Section:	Risk & Insurance
Subsection:	
Location:	St. John's

Organization Reporting

Direction Received:

Receives general direction from Corporate Treasurer and Chief Risk Officer who ensures the Manager is informed of the general strategic direction of the Hydro Group. Specific departmental objectives and work plans are agreed annually. Work progress is reviewed through periodic meetings as well as verbal and written reports.

Direction Exercised:

Develops, recommends and administers a risk management program to minimize the cost of risk to the Hydro Group and to protect assets from accidental loss.

Job Description

Summary of Job Function:

Identifies property, casualty and liability risks and exposures, and devises methods to minimize loss potential by evaluation of cause, frequency, severity, and potential impact on the Hydro Group. This position must plan and organize appropriate risk control and risk financing techniques to minimize the cost of risk. This position is expected to identify coverage requirements, negotiate insurance contracts and oversee settlement and payment of claims.

Principal Activities, Duties, and Responsibilities:

Risk Management

1. Evaluates appropriate balance between insurance programs, self-insurance, limits and deductibles.
2. Completes applications and compiles supplementary information for all insurance programs.
3. Negotiates cost, terms and conditions of insurance coverage on an annual basis with Insurers.
4. Completes a full remarketing of all insurance programs at least every three (3) years.
5. Negotiates settlement of claims with Insurers or claimants, including monitoring adjustment of claims and approval of claim and deductible payments.
6. Develops and maintains reporting systems for incidents involving damage to company property and employee or third party claims.
7. Develops insurance requirements for contracts to ensure compliance with corporate standards and consults with legal department, as required.
8. Reviews contract submissions and verifies insurance documentation, as required.
9. Co-ordinates annual and semi-annual property/equipment inspection programs with Insurers, including accompanying inspectors to major locations, conducting entry and exit meetings with staff and inspectors at each site, documenting recommendations and tracking compliance with recommendations, as warranted.

10. Chairs the Business Continuity Planning Committee, which oversees the development and maintenance of business continuity plans and assists operating departments in the development and implementation of plans.
11. Responsible for overall corporate security plans and initiatives.

General**Environmental**

1. Be aware of the Hydro Group's environmental policy including guiding principles, Corporate objectives, targets and programs.
2. Be aware of the role of the Department in the management of environmental issues and provide risk management support for all initiatives and activities to the degree appropriate.

Safety and Health

1. Ensure departmental involvement in the Safety and Health Program involving:
 - Safety and Health Promotion
 - Safety Meetings
 - Accident/Incident investigations
 - Emergency Preparedness
2. Ensure annual safety and health objectives are included in departmental plan.

Business Unit

1. Responsible and accountable for all labour and processes of the department including the development and implementation of appropriate risk management and departmental policies and procedures.
2. Represents the Hydro Group in professional and trade associations or societies including the Canadian Risk Management Society, NL Chapter Risk & Insurance Management Society, Canadian Electrical Association Risk Managers Committee.
3. Represents the department on various intercompany committees, including Corporate Safety Advisory Committee, Employee Auto/Home Insurance Committee, Business Continuity Planning Committee.

Job Specifications**Education:**

A university degree in business or related training in Corporate Risk Management and completion of risk management and insurance designations.

Experience:

Five years as Risk and Insurance Manager within the electrical utility industry or related experience in major corporations.

Special Skills, Job Requirements, Working conditions, Etc.

Must have the ability to operate with a high degree of freedom within the framework of the organization and be able to effectively communicate both orally and in writing. Must be able to work irregular hours and conduct investigations in hazardous situations and in remote locations.

Personnel Information**Salary Grade:**

HAY 13

Risk & Insurance Analyst

Location Information

Company:
Division: Finance
Department: Risk & Insurance
Section: Risk & Insurance
Subsection:
Location: St. John's

Organization Reporting

Direction Received:

Direction Exercised:

Job Description

Summary of Job Function:

Provides assistance to Manager, Corporate Risk & Insurance in the completion of all tasks and objectives related to the negotiating and placement of corporate insurance programs, claims administration, development and maintenance of contractual insurance requirements, risk management initiatives, policies and procedures.

Principal Activities, Duties, and Responsibilities:

1. Provides backup in management of corporate risk and insurance in manager's absence.
2. Assists in development and maintenance of corporate risk management policies and procedures.
3. Assists in development of risk management strategies and supporting controls.
4. Reviews various operating divisions/locations for compliance with risk management guidelines.
5. Assists in preparation and delivery of risk management training/orientation sessions.
6. Liaises with all departments on Corporate Standards and Guidelines.
7. Participation in annual insurance renewal meetings; assistance in preparation of marketing submissions; assistance in completing renewal applications for insurance programs, updating of property/equipment and vehicle fleet inventories; gathering supplementary information for all insurance programs and responding to Insurer enquiries.
8. Assistance in the preparation of reports and presentations relating to risk management and insurance.
9. Claims administration functions, including gathering claims information; assigning claims to insurance adjusters or legal; adjudicating and negotiating settlement of non-insured losses; dealing with the general public on claim enquiries; negotiating settlement of claims relating to damage by Third Parties; monitoring settlement and payment of claims; maintaining appropriate records and statistics.

10. Coordinating and planning of Insurer semi-annual and annual risk control inspection trips to all major facilities, documenting inspection recommendations and responses to recommendations.

11. Providing assistance in reviewing and verifying policy documentation; daily correspondence; attendance at departmental/location meetings; addressing verbal and written requests for general information and/or clarification relating to insurance, claims, contract insurance requirements, certificates of insurance etc.

12. Review and processing of invoices for insurance policies, broker/consultant fees, policy deductibles, claim payments etc.

Job Specifications

Education:

University or College training in business or related field and/or completion of risk management and insurance designations or to be actively in the process of obtaining such designations.

Experience:

Minimum five years experience in the risk management and/or insurance field dealing with electric utilities, Crown Corporations or related experience in major corporations.

Special Skills, Job Requirements, Working conditions, Etc.

Must have excellent oral and written communication skills, good organizational and time management skills and a solid working knowledge of computer applications, including excel, power point and word.

Personnel Information

Salary Grade:	HAY 9
Job Number:	
Status:	Active