



JOB DESCRIPTION

The Travel Industry Council of Ontario (TICO) is an organization mandated by the Ontario government to administer the Ontario *Travel Industry Act, 2002* and Ontario Regulation 26/05 which governs all of the approximately 2,400 travel retailers and travel wholesalers registered in Ontario. In addition, TICO administers an industry-financed Travel Compensation Fund. At TICO, we are an organization that embraces inclusion and fairness. We are committed to fostering a culture of inclusivity, equity, and accessibility for all. As a team, we celebrate diversity in all its forms while encouraging individual growth and innovation, because we feel it makes for an inspiring workplace where people are empowered and engaged. Our diverse team of employees enables us to grow and learn, and encourages us to be better and do better, at work and beyond.

Role	Business Risk Analyst (Contract)
Reports to	Director, Finance and Financial Compliance

Job purpose

The Business Risk Analyst will lead a comprehensive review of TICO's current funding (revenue) framework and fee model based on the *Travel Industry Act, 2002* and Ontario Regulation 26/05. This role will require a solid understanding of all TICO's regulatory activities including administration of the Compensation Fund. With an understanding of TICO's Vision and Mission, this review will require detailed research on alternative funding models, including other Delegated Administrative Authorities (DAAs) and similar travel regulatory bodies (domestic and international), with an emphasis on sound risk management principles and practices. The primary goal is the development of a sound business case recommending the desired future funding model which will enable TICO to execute its mandate. Any future funding model must identify and address all relevant stakeholders, be practical and reasonable in the eyes of registrants and acceptable to the government of Ontario.

Key Competencies

- Demonstrated expertise and knowledge of risk-based principles and practices;
- Excellent analytical skills with a capacity to understand complex financial and risk models;
- Strong data management skills including the ability to extract and manipulate large volumes of data into meaningful datasets for further analysis;
- Excellent communication skills, orally and written;
- Strong aptitude for teamwork and a desire to work across departments, and externally, to achieve goals;
- Appreciation of change management, innovation, and technology in the delivery of optimal programs.

Role Functions

- Conduct a detailed review of underlying fee setting principles under the DAA model with key stakeholders to ensure understanding and affirmation;
- Obtain solid understanding of Ontario *Travel Industry Act, 2002* and Ontario Regulation 26/05, including fee setting principles, supporting TICO's current funding model;
- Collaborate with different stakeholders to understand the organization's broader environment and its challenges;
- Ensure understanding, and application (as applicable) of past research, analysis, and studies regarding alternative funding models;
- Gain understanding of underlying cost drivers and registrant risks associated with TICO activities (e.g. registration, compliance, education, inspection, and investigation);
- Completion of an updated environmental scan/best practices of other DAAs and jurisdictions in fee setting framework and processes;
- Application of risk-based principles and practices in establishing an innovative approach to a future fee framework and fee model;
- Development of a detailed business case focused on key principles, assumptions, options, analysis and recommendation(s) for a future fee framework and fee model supporting TICO's mandate;
- Consideration of implementation and practical issues, including timing, around the implementation of a revised fee framework and fee model.

Qualifications

- Undergraduate Degree in Business/Finance/Economics, combined with a strong competency in financial analysis;
- Experience (minimum 5-7 years) in complex financial analysis and/or risk settings, ideally with revenue analysis;
- Professional Designation or working towards one (CFA, CPA, CA or CPA, CMA) is desirable but not required;
- Demonstrated skill in business case preparation and analysis;
- Demonstrated standard of professionalism;
- Possesses excellent communication skills, both written and verbal;
- Excellent organizational and interpersonal skills; comfortable presenting to senior management;
- Ability to use initiative and work independently and as part of the team;
- Advanced knowledge of Microsoft Excel skills, including the use of pivot tables and macros. Proficient in the use of Word, outlook Microsoft applications;
- Proficiency in French language is an asset;
- Experience working in regulatory industry is an asset;
- Knowledge of the Travel Industry Act, 2002, and the Ontario Regulation 26/05 is an asset;

Working conditions

- Sitting for extended periods of time (stand-up station available);
- Required to work from home during COVID-19 pandemic
- Significant amount of computer modelling;
- Some travelling as necessary;
- Overtime as required.

Direct reports / Key Relationships

While the role will report to Director, Finance & Financial Compliance, there will be significant interaction with other members of the Leadership team and CEO. There may be opportunities to present to committees of the Board of Directors.

Manager:	S. Skrbic, Director, Finance and Financial Compliance
Approved by:	R. Smart, President & Chief Executive Officer
Date Approved:	September 2020
Review Date:	September 2021