

## **Business Continuity Officer (Emergency Management)**

Program Services 4

**Alberta Community and Social Services, Edmonton.** The Government of Alberta is committed to a diverse and inclusive public service that reflects the population we serve to best meet the needs of Albertans. Consider joining a team where diversity, inclusion and innovation are valued and supported. For more information on diversity and inclusion, please visit: <https://www.alberta.ca/diversity-inclusion-policy.aspx>

A successful society is defined by its people and the opportunities available for them to fully and actively participate in all aspects of life and provide for themselves and/or their families. The Departments of Community and Social Services and Children's Services work to foster a society in which families are secure and resilient, individuals have safe, sustainable employment, vulnerable Albertans have the supports they require, and no one is left behind. You can be part of helping us make a difference!

The Department of Community and Social Services leads income, employment, disabilities and community-based supports, family violence prevention, and family & community support services. To find out more about our work visit: <https://www.alberta.ca/ministry-community-social-services.aspx>

The Department of Children's Services leads child care & intervention, early childhood development, foster & kinship care, adoption, and improvements for children & youth. To find out more about our work visit: <https://www.alberta.ca/ministry-childrens-services.aspx>

Do you have a plan for every eventuality? Are you the type of person who is always prepared and wants to help others? Are you interested in taking on a leading role as the Business Continuity Officer? This opportunity may be for you!

Corporate Services is looking to add a dynamic Business Continuity Officer to their team. As the Business Continuity Officer, you will be responsible for supporting a shared service with the Department of Community and Social Services and Children's Services, in providing leadership, expertise and support to preparedness, mitigation, response and recovery initiatives in regards to the Emergency Management & Business Continuity Services legislated responsibilities and mandated objectives. You will ensure proper plans and strategies are in place to ensure the ministries are adequately able to address potential emergency events facing them and delivery of services based on identified hazards and potential risks. You will work collaboratively with all divisions across the ministries, to complete risk assessment and business impact analysis to mitigate risks to essential services and create a strategy to ensure vulnerable Albertans receive the services as required and participate in training exercises preparing the departments to act in event of an emergency.

To be successful in this role you will need to have an understanding of emergency management and planning; have strong research, analysis skills; have superior communication skills and able to shift priorities quickly. You will also have high levels in the following competencies: Agility, Drive for Results, and Building Collaborative Environment.

Competencies:

- **Agility** - Quickly reads a situation, gaining an understanding of individual and environmental drivers. Articulates a meaningful vision and directions and is prepared to switch direction if required.

- Drive for Results - Factors in the complexity of issues, and strategically aligns decisions and plans based on values, outcomes and broader organizational needs.
- Building Collaborative Environments - Involves key stakeholders in the diagnosis of problems and in developing solutions to effectively transfer knowledge inside and outside the APS. Proactively shares resources with other groups.

Competencies are behaviors that are essential to reach our goals in serving Albertans. We encourage you to have an in depth understanding of the competencies that are required for this opportunity and to be prepared to demonstrate them during the recruitment process. The link below will assist you with understanding competencies:

<http://www.psc.alberta.ca/learning/apscompetencies/aps-competency-model.pdf>

**Salary: \$2,775.64 - \$3,638.48 Bi-weekly. Closing Date: September 25, 2018. Job ID #1050743**

**Qualifications:** University degree in a related field plus a minimum of 4 years progressively responsible experience in business continuity, emergency planning or risk management. Activation experience and/or working knowledge of the Emergency Management Act will be considered an asset. Experience working with SharePoint will be considered is desired. Possession of the Certified Business Continuity Professional designation or Associate Business Continuity Professional certification is preferred.

Equivalency:

Directly related education or experience considered on the basis of:

- 1 year of education for 1 year of experience; or
- 1 year of experience for 1 year of education

Notes

What we offer:

- Comprehensive benefits plan: <http://www.psc.alberta.ca/employees/DocList122.cfm>
- Pension plan: <http://www.pspp.ca/>
- Leadership and mentorship programs
- Professional learning and development
- Positive workplace culture and work-life balance

This competition may be used to fill current and future vacancies across government at the same classification.

As part of the selection process candidates will be invited to complete a written test.

A criminal record check will be required.

Online applications are preferred. Please ensure that you include contact information including email address on resume. Note: As only one file can be uploaded, please ensure your cover letter, resume and any other related documents are submitted in one file. Applicants who apply online will be able to track the status of this competition.

If you are unable to apply online, please submit your cover letter and resume, quoting the Job ID, to: Jasmin Dhaliwal, Integrated HR Services, 8th Floor, Park Plaza, 10611-98 Avenue, Edmonton, Alberta T5K 2P7. Phone: (780) 427-8298.

For individuals who have obtained educational credentials from outside of Canada, it is recommended that you obtain an evaluation of your credentials from the International Qualifications Assessment Service (IQAS) and include the IQAS assessment certificate as part of your application. Further information on IQAS is available at: <http://work.alberta.ca/Immigration/international-qualifications-assessment-service.html>

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' education and experience best meets the needs of the position. Only individuals selected for interviews will be contacted via email.

Although this competition is closing on September 25, 2018, please continue to check [jobs.alberta.ca](http://jobs.alberta.ca) for all career opportunities with the Government of Alberta.

**[www.jobs.alberta.ca](http://www.jobs.alberta.ca)**