

Business Continuity Management Officer

Requisition #: ALB00073622, ALB00073683, ALB00084592

Location: Alberta

Job Type: Regular Full Time

Salary: \$28.20 - \$48.45 per hour

Your Opportunity:

The Business Continuity Management Officer (BCMO) position will serve as a central point for BCM activities; coordination, development, implementation, maintenance, and evaluation to further support BCM Policy and BCM Framework objectives, in alignment with AHS values, mission, vision, policies, and BCM Program objectives. The Zone BCMO position is recognized as knowledgeable and confident in the fields of BCM and Emergency Disaster planning, preparedness and response. While working independently and in a team environment, the Zone BCMO provides operational, leadership, mentorship and specialized BCM Subject Matter Expertise to AHS Support Structure and Interested Parties – ensuring goals and objectives of the BCM Policy and BCM Program are understood, supported and all BCM planning activities follow a consistent approach. Leads facilitates Zone Departments, sites through BCM Engagement and Sustainment activities, following the BCM Methodology and Process Flow; supports activities that build BCM awareness, development and maintenance of Departmental Business Continuity Plans and Site Recovery Plans; finally, keeps knowledge and practical experience up-to-date in a fast-growing industry. All Non-Union Exempt positions are being reviewed for possible inclusion in the AUPE General Support Services bargaining unit. If this position is impacted, the incumbent will be notified accordingly.

Description:

Will lead and facilitate Zone departments or sites in a facilitation role through BCM Engagement and Sustainment activities. This includes continuous progress reporting to BCM leadership on activities; as well as, facilitation, development and support of: Project Charter and implementation plan arising from deliverables, responsibilities and commitments; Collection and analysis of risks and hazards impacting sites (internal or external) and potential business or departmental impacts, dependencies, recovery resource requirements and objectives; Recommended continuity, mitigation and recovery strategies/solutions and assist with their documentation and implementation; Development and implementation of Departmental BCPs and Site Recovery Plans; Transitional Plan (i.e., prior to Sustainment Phase “Operations”), noting responsibilities; Training, test, exercise schedules, ongoing training, testing, exercising of plans, and test, exercise, incident reports and recommendations; and, Ongoing continual improvement and maintenance support. Will provide leadership, support and assistance to BCM Program, Emergency Coordination Centre (ECC), Zone Emergency Operations Centre (ZEOC), Site Command Post (SCP), Strategic Partners and Zone departments and sites. Including: Development, implementation and sustainment of BCM competencies and cultural awareness. Provide feedback to the development/improvement of BCM foundational and system elements. Participate in Zone E and DM Committees, working groups, program-building exercises and build relationships with Zone EMOs and Directors. Direct support to assigned Strategic Partners and

assigned Zone departments and sites queries, educational opportunities, orientation, and facilitation techniques. During ZEOC and SCP activations, provide support either virtually or physically (possibly outside of regular business hours).

- **Classification:** Officer
- **Union:** Exempt
- **Department:** Provincial Emerg Preparedness
- **Primary Location:** Westlock Provincial Building
- **Employee Class:** Regular Full Time
- **FTE:** 1.00
- **Posting End Date:** 28-FEB-2019
- **Date Available:** 18-MAR-2019
- **Hours per Shift:** 7.75
- **Length of Shift in weeks:** 2
- **Shifts per cycle:** 10
- **Shift Pattern:** Days
- **Days Off:** Saturday/Sunday
- **Minimum Salary:** \$28.20
- **Maximum Salary:** \$48.45
- **Vehicle Requirement:** Driver's License, Vehicle Required

[For more information, or to apply online, and click here!](#)