

### **Business Continuity Management Officer**

**Requisition #:** ALB00073877, ALB00073656, ALB00090945

**Location:** Edmonton, Alberta

**Job Type:** Regular Full Time

**Salary:** \$28.20 - \$48.45 per hour

### **Your Opportunity:**

The Zone Business Continuity Management Officer 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 Alberta Health Services values, mission, vision, policies, and BCM Program objectives. Applicants with knowledge/experience within clinical operations are welcomed to apply – this experience is desired and would add value when engaging with AHS departments and sites. The Zone BCMO position is recognized as knowledgeable and confident in the fields of BCM and Emergency Management 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 and facilitates Zone departments and 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/facilitate Zone depts/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/hazards impacting sites (internal/external) and potential business/departmental impacts, dependencies, recovery resource requirements and objectives; recommended continuity, mitigation and recovery strategies/solutions and assist with their documentation and implementation; development/implementation of Departmental BCPs/Site Recovery Plans (“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/assistance to BCM Program, Emergency Coordination Centre (ECC)/Zone Emergency Operations Centre (ZEOC)/Site Command Post (SCP), Strategic Partners and Zone dept/sites. Including: development, implementation and sustainment of BCM competencies and cultural awareness; provide feedback to the development/improvement of BCM foundational/system elements; participate in Zone E/DM Committees, working groups, program-building exercises and build relationships with Zone EMOs

and Directors; direct support to assigned Strategic Partners and assigned Zone dept/site queries, educational opportunities, orientation, and facilitation techniques; and during ZEOC/SCP activations, provide support either virtually or physically (possibly outside of regular business hours).

- **Classification:** Officer
- **Union:** Exempt
- **Department:** Provincial Emerg Preparedness
- **Primary Location:** Coronation Plaza
- **Employee Class:** Regular Full Time
- **FTE:** 1.00
- **Posting End Date:** 02-APR-2019
- **Date Available:** 29-APR-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

**Required Qualifications:**

Must have or be working towards BCM certification – ABCP or equivalent. An undergraduate degree (Business Administration, Health Administration, or equivalent). A minimum of 1-3 years of experience in a BCM role, ideally in an organization of similar size (or equivalent). At least 1 year in a role focused on carrying out/facilitating core BCM activities (e.g., Business Impact Analysis, Risk Analysis and Plan Development). Excellent computer based skills in Microsoft Office Suite (e.g., Word, Excel, Visio, Projects) and SharePoint. Excellent written, verbal and non-verbal communication skills. This position requires a wide range of knowledge of Business Continuity Management, awareness of current trends and practices in a fast-growing industry. Must be proficient in BCM methodologies (theory and facilitation): as defined by the Business Continuity Institute, Disaster Recovery Institute Canada, and applicable standards, such as ISO 22301 – BCMS; leadership; organizational: must maintain situational awareness.

**Additional Required Qualifications:**

Critical thinking; focus on client needs; facilitation and influence: demonstrates a high degree of confidence and experience in facilitating BCM methodologies, pushing back for more clarity/probing, carrying oneself, and influencing key stakeholders to achieve discipline requirements; creative (while using proven BCP processes); analytical; problem solving: be able to accurately assess a situation and arrive at a positive solution; relationship building; think in terms of processes and systems: to dissect complex elements of the organization and define core inputs, activities and outputs (making sure response/recovery plans address each); patience; promote and motivate; resilient and stress tolerant; adaptability; ethical and respectful;

solution/detail oriented: diving into core aspects and understanding how they fit into the micro/macro picture for interconnecting with other requirements; interpersonal/positive attitude; general technology know-how; objectively perform Cost Benefit Analysis (CBA) and make unbiased recommendations; excel working on teams; learn and understand existing and emergency management practices: AHS executive/management has an expectation of leveraging previous analyses and coordinating risk management efforts to introduce efficiency; committed to excellence and ongoing learning; active listening; and, communications (effective verbal, non-verbal, listening and written communications).

**Preferred Qualifications:**

Completed course in IT Disaster Recovery (IT/DR). Professional ISO 22301 – Provisional or Implementer certification or equivalent in good standing. 1-2 years of experience in a role with some project management responsibilities, knowledge of IT/DR, knowledge of incident management, knowledge and experience of the health care system/clinical operations in a BCM-related role or equivalent.

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