Risk and Business Continuity Plan Manager, Risk and Audit – Finance
Permanent – Full Time

Let’s impact lives for the better!

Alberta Blue Cross® is an Alberta based organization dedicated to delivering exceptional customer experience and community leadership. We’re committed to providing the best health coverage to over 1.8 million members and take an active role in promoting the wellness of all Albertans. We believe in what we do—and place trust in our employees to deliver our vision.

Working at Alberta Blue Cross® means having a career where you’ll be recognized for your contributions. We value diversity, encourage our employees to maintain a healthy work-life balance and provide opportunities for career growth.

OVERVIEW:

We are seeking a highly motivated and experienced Risk and Business Continuity Planning (BCP) Manager to join our dynamic team. In this role, the Risk and BCP Manager will be responsible for facilitating the identification, assessment, and mitigation of risks across the organization, as well as ensuring that critical business operations have continuity plans in the event of disruptions. Reporting to the Director of Risk and Audit, the Risk and BCP Manager will work closely with senior leadership, operational teams, and external partners to maintain organizational resilience and implement strategies that safeguard Alberta Blue Cross’ operations.

You will have flexibility in this hybrid role to work from home or travel into office when required to do so.

WHAT YOU WILL DO:

* Oversee the Enterprise Risk Management Framework and Business Continuity Programs
* Proactively identify, assess, and prioritize strategic and operational risks to the Organization, and support the identification and implementation of effective risk mitigation strategies.
* Support the design, development, and maintenance of business continuity plans (BCPs) to ensure minimal disruption to critical business operations during incidents. Conduct business impact analysis (BIA) and update continuity plans regularly.
* Support crisis management response efforts and collaborate with cross-functional teams to coordinate incident responses.
* Regularly report risk assessments, business continuity performance, and progress of mitigation strategies to senior management and key stakeholders.
* Educate employees on risk management and business continuity practices through training sessions, drills, and awareness programs to ensure the organization is prepared for any disruptions and can appropriately respond to and mitigate risk.
* Ensure business continuity and risk management practices align with industry standards and best practices through staying up to date on relevant laws and guidelines.
* Provide input and/or recommendations on the development and implementation of risk policies and procedures.
* Proactively participates in internal and external cross-functional teams, and builds effective working relationships to support a collaborative environment.
* Participate in internal and external cross-functional teams.

WHAT YOU WILL HAVE:

* A minimum of five years of directly related experience in enterprise risk management (ERM).
* A minimum of five years of experience in business continuity planning (BCP).
* A related undergraduate degree or suitable experience considered.
* Completion of Risk Management certifications or designations, with BCP certifications preferred.
* Proven experience in identifying, assessing, mitigating and monitoring strategic and operational risks.
* Experience with development and monitoring of business continuity planning and incident management planning processes.
* Experience and understanding of industry best practices.
* Experience in supporting senior and executive management teams and governance boards.
* Excellent interpersonal skills which have led to productive working relationships at all levels.
* Exceptional written, verbal and presentation skills.
* Proven commitment to the delivery of superior service to customers in previous roles.
* Advanced analytical, organizational and decision-making capabilities.
* Familiarity with audit processes, controls, policies and procedures.
* Involvement in local, national and/or international risk management peer groups and associations is desirable.
* Proficiency with Microsoft Excel, Work and PowerPoint.
* Knowledge with GRC tools would be an asset.

This position will remain open until a suitbale candiate is selected.

Alberta Blue Cross® is an inclusive employer committed to a workplace that reflects the diversity of the communities we serve. We empower and are advocates for our employees by welcoming, respecting and valuing their unique perspectives, backgrounds, and experiences.

We offer a competitive salary and benefits package and the opportunity to work in an innovative, high-energy team-focused environment. This position will remain open until a suitable candidate is selected. If you have the qualifications we are looking for, apply online at careers.ab.bluecross.ca