

Description of the job

The Business Continuity team ensures the AER's resilience by proactively planning and testing for the loss of facility, employees, technology or third parties that may impact our people or business operations. The Business Continuity coordinator is a key subject matter expert who will support, execute, and advance all strategic and operational elements of our business continuity program.

Responsibilities/Duties:

- Work with business units to complete and refresh their Business Impact Analysis (BIA) data including risk assessments
- Oversee the maintenance and testing of business continuity plans; provides guidance to users on plan development, detail, testing, and execution to ensure all business units have up-to-date, tested, and effective business continuity plans.
- Support the development and facilitation of enterprise-wide event training and exercises
- Coordinate with integrated programs to ensure business readiness (e.g. Business Continuity, Disaster Recovery, Emergency Management, Security, Facilities, Health & Safety, Communications, Human Resources, Legal, etc.)
- Liaise with the Alberta Emergency Management Agency in support of the AER's business continuity requirements.
- Lead or support the coordinated response process to planned/unplanned events that disrupts the use of business resources or disrupts the performance of business activities
- Prepare and enhance performance indicators and management reports, and share with key stakeholders to achieve enterprise objectives
- Lead or support projects / tools involving cross-functional teams across multiple business units, including business continuity planning software

Qualifications:

Minimum Qualifications

- University degree in a related field plus a minimum of 4 years progressively responsible experience in business continuity, emergency planning or risk management.
- A professional certification in Business Continuity Planning
- Broad knowledge of technology Disaster Recovery planning and processes
- Experience in managing disruptive incidents of various complexities and magnitudes would be a strong benefit.
- Excellent analytical, oral/written communication and interpersonal skills including the ability to effectively collaborate and manage relationships with varying levels of management
- Strong ability to work with minimum direction and possess a high drive for delivering timely, high-quality results

Preferred Qualifications

- Certification in the Incident Command System (ICS)
- Previous government or regulatory experience would be a great asset.

Additional requirements/information for candidates:

- This is a **PERMANENT** position with full time hours, based out of Calgary
- Required Travel (10%)
- Ability to provide on call support outside of regular business hours
- Possess a fully valid driver's license along with a positive driving record. The word "fully" describes the criteria for a class 5 as opposed to a graduated license, and "positive driving record" as defined in the AER driving policy.
- This position will be subject to pre-employment background screening, including a criminal record check and credit check
- **Please quote competition # R432 in your application.**

Position Classification:

Under the AER's Classification Framework this position is a SP2, Level 4

Please note: Should an individual with the required qualifications not be available, applicants with closely related qualifications may be considered. As a result, the position may be redesigned and/or reclassified.

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Applications are being accepted until November 04, 2018

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