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Senior Advisor, Risk Management and Business Continuity

Location: MONTREAL, Quebec, CA, H3B 2C9

Reference Number : 621

Status : Permanent - Full-time

Annual Salary / Hourly Rate : \$102 816 - \$127 008

Number of positions to be filled : 1

Application Deadline : 04/14/2025

Did you know that VIA Rail is carrying out ambitious projects to modernize its services and infrastructure? From our new ultramodern train fleet to ongoing improvement of our infrastructure, we're building the future of transportation in Canada. Working for VIA Rail is being a part of a collective effort in sustainable mobility.

Reporting to the Director, Enterprise Risk Management and Resilience, the Senior Advisor, Senior Advisor, Risk Management and Business Continuity will be responsible to ensure that resilience is integrated into all aspects of the company's operations, governance, and strategic planning.

You will lead the development of the Business Continuity Management Program to ensure the organization's ability to anticipate, respond to, and recover in the face of emergencies, crises, and business disruptions. As an expert, you will identify potential threats, assess risks, and develop strategies to mitigate impacts on business operations. You will be involved in coordinating response efforts, providing training and guidance to staff, and overseeing the testing and refinement of emergency, crisis and continuity plans.

Responsibilities:Resilience Strategy, Compliance and Governance

- In collaboration with relevant stakeholders and the risk management team, conduct risk assessments and identify potential threats and vulnerabilities in the operations, facilities and systems that could impact the organization's operations;
- Design and execute strategies to ensure the organization's ability to safeguard business continuity and minimize disruptions and to withstand and recover from disruptions;
- Integrate resilience principles into business processes and practices;
- Ensure that resilience practices comply with relevant regulations, standards, and best practices;
- Communicate resilience strategies and updates to key stakeholders, including senior management, employees, and external partners.

Emergency Preparedness, Response and Crisis Management

- Develop and maintain emergency response plans, procedures, and protocols to address various types of emergencies, including natural disasters, accidents, and security incidents;
- Develop Business Continuity plans outlining roles, responsibilities, and escalation procedures for key personnel;
- Establish emergency/crisis communication channels and protocols to ensure timely and effective dissemination of information during crises;
- Act as a subject matter expert for the organization's crisis management team providing guidance and support in response to significant incidents or crises, ensuring a coordinated and effective response;
- Support internal and external stakeholders, including senior management, public authorities, and media relations, to ensure clear and timely communication during crises and manage reputational risks.

Business Continuity Planning

- Identify key business processes, resources, and dependencies, and develop recovery strategies and alternate arrangements;
- Conduct business impact analyses to prioritize recovery efforts and allocate resources effectively;
- Develop and maintain business continuity and disaster recovery plans and strategies to ensure the organization's ability to continue critical operations during disruptions.

Testing, Training and Awareness

- Develop and deliver training and awareness programs to employees, managers, and crisis response teams on emergency preparedness, crisis management, and business continuity principles;
- Plan and lead drills, exercises, and simulations to prepare teams for potential disruptions and to test the effectiveness of plans and procedures and identify areas for improvement;
- Foster a culture of preparedness and resilience throughout the organization through regular communication and engagement.

Continuous Improvement

- Monitor and evaluate the effectiveness of emergency, crisis, business continuity plans and resilience initiatives through regular reviews and assessments and make recommendations for improvements;
- Lead corporate debriefings and identify lessons learned from incidents, exercises, and industry best practices to enhance the organization's response capabilities and resilience;
- Collaborate with department heads and relevant stakeholders to update and refine plans and procedures in response to changes in the business environment, regulations, or emerging threats, and to ensure plans are aligned with organizational objectives;
- Stay informed about industry trends, emerging risks, and new resilience technologies to continuously enhance the organization's resilience posture.

Requirements:

- Bachelor's degree in Emergency Management, Business Continuity, Risk Management, Business Administration or related field. Master's degree or professional certifications (e.g., CBCP, MBCI, CEM)

is preferred;

- Proven experience (8-10 years) in emergency management, crisis response, and business continuity planning, preferably in a corporate or organizational setting;
- Strong understanding of resilience, emergency and crisis management principles, risk assessment methodologies, and business continuity frameworks (e.g., ISO 22301);
- Possess a strong level in written and verbal communications skills in both recognized official languages (French and English);
- This role may require occasional travel to various company sites or external locations;
- Flexibility to work outside regular business hours during crises or critical incidents.

Competencies:

- Excellent communication, leadership, and interpersonal skills, with the ability to coordinate and collaborate with diverse stakeholders under pressure;
- Proficiency in emergency management software, communication tools, and incident response technologies;
- Analytical mindset with the ability to assess complex situations, identify root causes, and develop practical solutions;
- Project management skills, with the ability to plan, execute, and evaluate emergency preparedness initiatives and continuity exercises;
- Commitment to continuous learning and professional development in the field of emergency management and business continuity.

#VIAP1

At VIA Rail, we are proud to be an employment-equity employer and we strive to form teams that reflect the diversity of Canadian society. We aim to remove barriers to employment accessibility and aspire to provide an inclusive and equitable work environment where everyone is valued, regardless of their identity or differences, to enable them to reach their full potential.

If you need assistance in making the recruitment process or the position you are applying for more accessible, please let us know. Alternate arrangements may be offered to individuals who request them at any stage of the recruitment process. All information received in relation to arrangements will be kept confidential.

Note that we will only contact those who are selected for an interview.

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