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# Employment Opportunity

## Business Continuity Coordinator

### Corporate Services – Risk & Insurance Management

Competition	19/119
Status	Regular Fulltime
Hours of Work	70 hours bi-weekly
Rate of Pay	\$39.53-\$44.82 per hour
Review of applications begins	4:00pm on June 3, 2019

### Summary

Reporting to the Manager, Risk & Insurance, the Business Continuity Coordinator is responsible for assisting in the development and implementation of a Business Continuity Management Program, to ensure that the CRD continues to operate in the event of disruptive incidents or disasters and has the ability to recover within a reasonable time period.

### Duties & Responsibilities

- Assists in developing, implementing and maintaining a Business Continuity Management program
- Performs risk assessments, identifies potential sources of business interruption and assesses the likelihood and probability of harm
- Coordinates the business impact assessment process and assists in determining critical business processes and dependencies
- Oversees and maintains the development and implementation of Business Continuity Plans
- Develops tools such as an automated database system, risk assessment dashboards and key performance indicators for measuring Business Continuity Management performance
- Promotes the Strategic value of the Business Continuity Management Program across the organization
- Works collaboratively with internal stakeholders to support business continuity management activities in each department/division Ensures the Business Continuity Plan framework aligns with the overall Emergency Management requirements and associated recovery strategies;
- Identifies and facilitates training and exercise needs to promote and validate the continuity/recovery\_planning framework;
- Provides regular progress reports
- Researches, develops and prepares presentations and briefing notes
- Follows all policies, procedures and standards of the CRD
- Performs other related duties as required.

### Qualifications

- Post-Secondary degree, preferably related to business administration, emergency management, or risk management and a Business Continuity Planning certification or equivalent combination of education and 4 to 5 years' experience including at least 1 year experience in Project Management. An equivalent combination of education and experience may be considered.
- Experience in the preparation of business impact assessments
- Experience in critical service identification, analysis and management;
- Experience in creating and managing training requirements and material for business continuity and/or disaster management is an asset

- Demonstrates knowledge of business continuity management, including the development of business impact analysis (BIA), recovery strategies, business continuity plans, plan readiness capabilities, testing and maintenance, and continuity program governance.
- Demonstrates "body of knowledge" with industry best practices, ISO and CSA standards and ability to stay current in the BCP field;
- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Ability to conduct research and write policy
- Proficiency and experience with Microsoft Office Software applications (e.g., Microsoft Word, Excel Powerpoint and Sharepoint)
- Ability to work independently and collaboratively with a variety of internal and external resources
- Demonstrates ability to build relationships, engage, coach and influence staff at all levels
- Effective problem solving skills and excellent analytical skills are required.
- Results oriented, team player to collaborate effectively with diverse groups of professionals and across multiple disciplines.
- Must possess a valid BC Driver's Licence.

## Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at [www.crd.bc.ca](http://www.crd.bc.ca) under "[Careers](#)".

**The CRD wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.**

