



Are you interested in being a part of something greater? We are looking for people reflective of our members, who not only seek great career potential in a savvy organization, but also the opportunity to have an impact in their community. Vancity is changing the banking game. We are seeking people who have the knowledge, skills and abilities to deliver excellence in their work and to see beyond constraints. We offer competitive pay and an inclusive work place that promotes career development. At Vancity, you get more than just a job, you get a career with purpose.

Manager Business Continuity and Carbon Management

With exceptional listening and compassion skills, and the ability to translate Vancity's **Good Money™** brand promise to our members, you will have a minimum of four to six years experience as well as a Business Continuity Program Certification e.g. CBCP, MCBP.

The Manager Business Continuity and Carbon Management reports directly into the Director Facility and Environmental Management.

Key areas of accountability for this role are:

- Implement and maintain the Business Continuity Program, and identify and recommend opportunities for continuous improvement to mitigate risk.
- Develop and coordinate the implementation of the Emergency Preparedness Program so that employee safety is optimized and to mitigate operational risk.
- Implement Carbon Footprint Mitigation program initiatives to reduce the carbon footprint of Vancity operations.
- Coordinate and monitor the development, implementation and third party verification of Vancity's business continuity, emergency planning and carbon neutral programs.
- Develop a highly engaged diverse and capable team to execute departmental plans/strategies and build great relationships with members.
- Employ effective risk management practices in alignment with Vancity's overall risk management framework.
- Act in the best interests of the organization and adhere to and enable the Vancity statement of values and commitments.
- Work in cross-unit collaboration to balance departmental goals with what is best for the division and for the enterprise as a whole.

The successful candidate would be accountable for:

- Work effectively and with full commitment on the tasks assigned by your manager.
- Give your manager your best advice.
- Stay within policy.

As a Manager you are accountable for:

- Your direct reports' outputs and working behaviours.
- Building a team of increasingly capable direct reports.
- Exercising leadership.
- Continuous improvement.
- Providing a safe and respectful environment for your direct reports.

Technical Competencies:

- Solid business acumen in the context of the financial industry;
- Solid communication and interpersonal skills to create clear understanding of expectations; address challenges and issues for the business unit; and represent the unit across the organization;
- Solid knowledge of the concepts, practices and techniques of the business continuity and emergency management field;
- Solid knowledge of the relevant Vancity policies and procedures knowledge of Vancity strategies, functions and programs;
- Solid planning and coordination skills to develop operating plans, processes, methods and standards for a unit and to coordinate delivery of programs and services;
- Solid problem-solving and decision-making skills to diagnose challenges and issues; develop business solutions; and to assess risks and opportunities that may affect the unit;
- Solid research and analytical skills to assess and recommend course of action on trends, and to identify risks and opportunities that may impact the unit;
- Solid people leadership skills to manage reporting professionals and carry out all people practices.

Education: The competencies for this position would typically be acquired through an undergraduate degree in a related discipline as well as a Business Continuity Program Certification e.g. CBCP, MCBP and membership to relevant organizations.

Experience: 4 to 6 years related experience.

Apply online at: www.vancity.com/careers