|  |
| --- |
| The Manager, Business Resilience (BR) is an important second line of defense position within AIMCo’s Enterprise Risk Management (ERM) program. The position reports to the Director, Enterprise Risk Management and is accountable for managing and enhancing all activities that support AIMCo’s BR Program, including Business Continuity Management (BCM), Crisis Management (CM), and Emergency Management (EM) as well as integration with Business Technology’s Disaster Recovery Program (DRP).  These activities will ensure that the organization is continually assessing, mitigating and managing business disruption risks; and able to withstand or undergo unexpected events that might be detrimental to or impact AIMCo’s operations and reputation.  This position will also help establish an appropriate business disruption risk management mindset throughout the organization and bring AIMCo’s risk management practices in these areas to the desired level of maturity.   Responsibilities will include:   * Leading all business continuity projects, initiatives and life cycle. * Working with departments and third parties to conduct business impact analysis to: identify and assess critical processes, staff, resources, interdependencies and recovery time objectives; identify, evaluate and analyze continuity strategies; and provide advice and recommendations. * Maintaining and enhancing the business continuity management system and improvement plan. * Designing, developing and executing business continuity and crisis management tests and exercises, including development of scripts, scenarios and supporting documentation. * Liaising and collaborating with key business continuity partners, including Human Resources, Facilities, Communications and Business Technology. * Providing emergency, business continuity and crisis management training. * Aligning and integrating AIMCo’s business resilience programs. * Supporting business leaders during testing and incidents. * Supporting communication and escalation capabilities during business disruption events. * Monitoring departmental business disruption risk responses and mitigation strategies, and escalating breaches. * Preparing post-event debriefs and lessons learned reports, and managing corrective action plans through to completion * Reporting to senior management on the overall effectiveness of the program |
| Our Ideal Candidate: |  |

* Degree in Business, Finance, or other related field.
* 7 - 10 years' business continuity management experience.
* Knowledge of business continuity management and crisis management methodologies at an industry leading practice level.
* Certified Business Continuity Professional (CBCP) or equivalent.
* Working knowledge of financial/asset management industry.
* Experience in managing business disruption events (locally and globally).
* Expertise in ERM policy and framework.
* Ability to support 24/7 on-call service (during testing and/or a business disruption events).
* Experience applying COSO and ISO 31000 (ERM) frameworks and ISO 22301/22313.