



BUSINESS CONTINUITY SPECIALIST

Metrolinx is an agency of the Government of Ontario and its goal is to create a transportation network that enhances the prosperity, sustainability and quality of life for the Greater Toronto and Hamilton Area. It leads the planning in the region with its Regional Transportation Plan that guides the work and investments of the organization. It builds light transit, bus rapid transit and Regional Express Rail and operates GO Transit, UP Express and PRESTO.

Our Safety & Security Division, Business Continuity Office, is seeking a Business Continuity Specialist to provide support to the development, main maintenance and testing of business continuity plans and the planning and coordination of training for all affected staff in business continuity techniques

Key Responsibilities:

- Provides support to the coordination and preparation of business continuity plans and the development of tools and instructional guides and maintains up to date records of business unit plan data
- Coordinates the periodic review of business continuity and recovery plans, and provides necessary maintenance and distribution of revisions to ensure that plans are maintained and current
- Develops status reports on continuity plans and prepares management reports as necessary
- Assists with conducting business impact analysis and recommends updates to existing business continuity plans
- Coordinates and schedules the business continuity testing program and participates in the development of testing scenarios; develops reports on all plan exercises and testing results
- Provides assistance with incident response and coordination during a crisis event and for business resumption activities
- Develops materials for training and awareness activities and participates in the delivery of information programs; schedules and tracks all training activities to ensure all employees maintain their familiarity with the business continuity management program and emergency management
- Maintains awareness and knowledge of current changes within regulatory and industry best practices and trends

Location: 277 Front Street, Toronto

Qualifications:

- Completion of a diploma in Business Administration or related field – or a combination of education, training and experience deemed equivalent
- Minimum four (4) years' experience in business continuity planning
- Associate Business Continuity Professional (ABCP) certification would be an asset
- Knowledge of the *Emergency Management and Civil Protection Act* and other relevant provincial and federal legislation, policies and standards
- Knowledge of emergency management/business continuity practices and protocols, preparedness, prevention, mitigation, response, recovery and planning to assist with the development, maintenance and implementation of the BCM program
- Analytical skills to coordinate, schedule and track the periodic review of business continuity and recovery plans
- Oral/written/presentation skills to draft correspondence, prepare reports and develop training material
- Proficiency in MS Office (e.g. Outlook, Word, Excel, PowerPoint, etc.)

Please note that applicants must be legally entitled to work in Canada. Accommodation will be provided throughout the hiring process, as required. Applicants must make their needs known in advance.

To apply for this position, please submit your resume online, through the Current Opportunities page (http://www.metrolinx.com/en/aboutus/careers/current_opportunities.aspx) on our website, no later than **June 6, 2018.**

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.
AN EQUAL OPPORTUNITY EMPLOYER

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