

Title: Senior Advisor, Business Continuity & Emergency Preparedness

Location: Downtown Toronto

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Company: Our client is a large, world-class company in the critical infrastructure sector. With over 5,000 employees and over \$6 billion in revenue, they are committed to providing safe, reliable, cost-effective service to their consumer and business customers.

Role Focus: Working within the business continuity team, this Senior Advisor is responsible for the implementation, management and continuous improvement of the organization's emergency preparedness program and policy, procedures and emergency response plans for effective, efficient preparedness and response to emergencies. As well, you will provide team leadership to the lines of business representatives by ensuring the timely and accurate delivery of products to fulfill market rules, regulatory compliance and due diligence requirements for emergency preparedness and business continuity.

General Accountabilities:

- Provide assistance with the development, management and continuous improvement of the organization's Business Continuity & Emergency Preparedness Program.
- Provide expert advice, guidance and assistance to the lines of business for the identification of threats to business continuity, and identify and develop risk mitigation strategies, plans and procedures to protect the organization's assets and staff.
- Develop, implement and monitor management systems and measures to ensure company compliance to market rule and regulatory requirements for emergency preparedness and system reliability.
- Perform data processing assignments for the unit including inputting and extracting data, maintaining and updating data on various computerized systems.
- Maintain records and files.

Specific Accountabilities:

- Provide lines of business with expert advice and guidance in the identification and management of risks to business continuity.
- Assist with the coordination and direction for the organization's emergency preparedness and business continuity programs.
- Assist, Company subsidiaries with emergency preparedness planning, business continuity planning and liaise with external agencies/stakeholders and communities served by the company.
- Assist with the development and implementation of companywide business continuity and emergency preparedness plans and contingency planning.

- Monitor, track, test, and report on the status of the programs, partnering with lines of business to mature the overall program and creating training and presentation material.
- Review actual contingency situations, identifying improvement opportunities to prevent or mitigate future occurrences.

Ideal Candidate Profile:

- Detailed knowledge of emergency preparedness & business continuity management, hazard vulnerability and risk assessment to implement and manage emergency preparedness activities and participate in companywide emergency preparedness planning.
- Knowledge and experience working with municipal governments, provincial emergency management and federal government ministries.
- Knowledge and experience in emergency preparedness and business continuity principles and protection of critical infrastructure, cyber security and supporting services.
- Demonstrated experience in operational emergency response and including development and execution of emergency drills and exercises.
- Demonstrated experience in developing contingency plans and procedures.
- In-depth knowledge of regulatory and market rule requirements - ideally in the area of Power System Reliability pertaining to emergency preparedness, emergency response and Power System Restoration. Other types of critical infrastructure experience would be acceptable.
- University degree with specialized training/courses in emergency and disaster management, incident management or through experiential knowledge gained by participating in the company's emergency response organization.
- Proven ability to meet deadlines and manage priorities
- Exceptional interpersonal skills
- Professional level oral and written communication skills
- Experience with Excel. Knowledge and understanding of databases will be an asset
- Experience in providing training and making presentations will be an asset
- Availability to travel approximately 25% of the time