

Business Continuity Management Officer

Requisition #: [320197](#)

Type: Regular Full-Time

Location: Edmonton, AB

Job Summary

Reporting to the Manager, Corporate Business Continuity, Emergency/Disaster Management, the Business Continuity Management Officer (BCMO) will work independently and in a team environment with internal and external stakeholders, in support of the Newborn Metabolic Screening (NMS) Program and the AHS Business Continuity Management (BCM) Implementation Initiative. This position leads activities that maintains BCM awareness and creates, maintains, and exercises plans which support the NMS program and the ability to recover its key business processes.

As a BCMO, the incumbent will be responsible for maintaining linkages with service providers across the Newborn Metabolic Screening (NMS) program and providing BCM expertise to many stakeholders (e.g., health-care management, front-line staff, etc.). The incumbent must have a passion for BCM and be able to articulate this passion to help with building an enterprise-wide BCM cultural change and support the NMS service groups in their BCP activities as well as assigned projects where necessary.

Additionally, the BCMO will be a critical and continuous resource to the Manager, Corporate Business Continuity for the development, and implementation to the on-going design, maintenance, and cost effectiveness of an enterprise-wide BCM Program and BCM methodology. These responsibilities include contributions to operational development and maintenance of overall corporate recovery strategies. Moreover, in the event of a business interruption, the incumbent will be required to serve as an important member of the Corporate Business Continuity Recovery team with respect to the departmental and functional group responsibilities, and contribute strongly to the overall recovery effort.

Qualifications

- A minimum of two years' experience in BCM is required (creating and facilitating BIA and plan development activities is a strong asset).
- An Undergraduate Degree (Business Administration, Health Administration, or equivalent), plus Emergency Management (EM), and BCM education – post-graduate certificate or degree in EM and BCM would be an asset.
- Achieved a BCM certification– minimum Associate Business Continuity Planner (ABCP) or equivalent – those working towards a Certified Business Continuity Planner (CBCP) designation, or equivalent, would be an asset.
- Basic EM, ICS (Levels 100 and 200), exercise design, and facilitation, certification is preferred.
- Training in project planning is preferred.
- Demonstrated proof of PM training, knowledge, and/or skills is required– certification in PM would be an asset (e.g., Certified Associate in Project Management (CAPM), equivalent, or higher).
- Wide range of knowledge on current trends and practices in BC/DR.
- A valid driver's license and reliable vehicle is required.

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