



## **Assistant Manager, Emergency Management and Business Continuity**

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| <b>Job ID</b>            | 20240889          |
| <b>Company</b>           | TransLink         |
| <b>Location</b>          | Greater Vancouver |
| <b>Full/Part Time</b>    | Full-Time         |
| <b>Regular/Temporary</b> | Regular           |

### **Marketing Statement**

A career at TransLink and our family of companies means working with people with a wide range of skills and perspectives, all teaming up towards a common goal: preserving and enhancing the region's world-envied quality of life. Together, we connect the region and enhance its livability by providing a sustainable transit and transportation network, embraced by our communities and people.

At TransLink we are dedicated to building a workforce that reflects the diversity of the communities in which we live. We're committed to fostering an inclusive, equitable and accessible workplace, recognizing the unique value and skills every individual brings.

Looking for a great place to work where your contributions are valued and you can make a difference in a vibrant city? At TransLink, one of BC's Top Employers, you'll help make Metro Vancouver a better place to live, built on transportation excellence. Put your future in motion!

### **Responsibilities**

#### **PRIMARY PURPOSE**

Develops and manages TransLink's Emergency Management and Business Continuity Program and supports the Enterprise-wide effort to mitigate, prevent, prepare for, respond to, and recover from major emergencies and disasters. Supports Manager in the development and implementation of emergency programs, plans, standards, policies, processes, and strategies. Supports compliance across the TransLink Enterprise pertaining to emergency management and business continuity matters as per regulatory requirements.

## KEY ACCOUNTABILITIES

- Develops, manages, and maintains TransLink Emergency Management and Business Continuity Management (BCM). Leads development of comprehensive Enterprise-wide business contingency plans and validation methodology to ensure the Enterprise can recover in the event of an unforeseen disruption to its facilities, operations, or administration.
- Completes Enterprise-wide emergency management and business continuity assessments, including risk assessments, threat analysis, prevention, mitigation, response, and recovery, in conjunction with business unit leaders. Facilitates timely identification, escalation, resolution, and follow-up for all outstanding issues.
- Actively participates in facilitating a coordinated response across the Enterprise with external emergency services in the event of a major emergency or business disruption. Participates in post-emergency assessments to identify and analyze insights that would optimize emergency preparedness going forward. Acts on behalf of the Manager when required.
- Develops and implements TransLink emergency and business continuity plans and programs. Administers and coordinates Enterprise-wide emergency services and business continuity projects. Ensures that clear, well-defined plans and modes of communication are documented for all areas and employees across the Enterprise.
- Coordinates and performs periodic drills and mock-disaster exercises, ensuring operational capability, general state of readiness, and ability to continue operations following any type of business disruption. Reports findings to Manager and makes recommendations for improvements as needed to support the business continuity plans.
- Develops, documents, implements, and coordinates Enterprise-wide business continuity plans to ensure continued operations. Provides specialised advice to the Enterprise in enhancing, formalizing, and standardizing the business planning process, including forecasting and tracking mechanisms across all subsidiaries to facilitate timely accommodation of future Enterprise-wide recovery requirements and opportunities.
- Promotes employee awareness of emergency management and business continuity, and ensures that appropriate employees throughout the Enterprise are trained, exercised and competent to deal with emergencies/disasters. Prepares, conducts, and supports emergency training exercises during normal and non-standard business hours. Communicates Enterprise-wide operating procedures to be used in response to disasters or emergencies to all employees.
- Manages and maintains TransLink's emergency supplies as well as those required to support other enterprise stakeholders, including upgrading and replacing of supplies as needed and, where necessary, provides input to, or review of, capital projects from the emergency management perspective. Provides awareness regarding public transportation's role following emergencies/ disasters.
- Participates in emergency, and continuity management committees and programs to learn new information and to develop working relationships with other emergency management and continuity specialists throughout the Enterprise and region. Liaises with government, emergency services, and safety agencies on emergency management and business continuity issues and legislation to ensure the Enterprise is an effective member of emergency responses within the region.

- Contributes to the development and maintenance of the Enterprise-wide Business Continuity Management (BCM), including development of tools and instructional guides. Participates as an independent business continuity professional in support of various other initiatives to achieve the risk management objectives of the Enterprise Risk Priority Management and the TransLink processes. Participates in external business continuity management organizations and keeps abreast of industry best practices and trends.
- Manages the engagement of consultants and contractors, administers contracts and coordinates contracted activities. Manages reporting staff, including selection, development, coaching, managing performance and all other people management practices, as required.

## **Qualifications**

### **EDUCATION AND EXPERIENCE**

The requirements for this job are acquired through a completion of university degree in related discipline, plus one or more courses in emergency management, business continuity, and safety, plus 6 (six) years of related experience in emergency management, business continuity, public safety, and security.

### **OTHER REQUIREMENTS**

- Strong interpersonal, writing, communications and leadership skills to liaise with staff across the Enterprise, to participate in committees and teams, and to liaise with government agencies and other stakeholder
- Advanced knowledge of the concepts, principles, practices, and techniques pertaining to emergency management, business continuity, and safety
- Solid working knowledge of the BC Workers Compensation Act and Occupational Health and Safety Regulation
- Solid knowledge of existing major emergency response procedures and stakeholders in Metro Vancouver
- Strong planning and organizational skills to plan, develop, and implement multiple projects or programs and to support Enterprise-wide efforts to coordinate safety and emergency management.
- Solid problem solving and decision-making skills to identify innovative approaches and recommended solutions to mitigate risks to business
- Intermediate to advanced skills in standard office software tools, databases, and web browsers
- Incumbent must reside within Greater Vancouver Regional District to allow for response during emergency events/incidents.

## **Other Information**

This position is required to be based in the Greater Vancouver Regional District.

Recruitment Process: An applicant will be required to demonstrate their suitability for this position by meeting the minimum level of qualifications and experience in order to be invited into the selection process. A standard interview format will be used including general, scenario and behavioural descriptive interview questions.

**Work Schedule**

37.5 hours per week.

**Work Designation**

Hybrid

This position offers the flexibility of working both on-site and remotely within B.C.

**Rate of Pay**

Salary \$97,600 - \$146,400 per annum (Actual salary offered will be commensurate with education, experience and internal parity).

The Total Compensation Package includes Extended Health, Dental, Transit Pass and enrollment in the Public Service Pension Plan. Focus on your development through tuition reimbursement, training, and mentorship programs. Enjoy a variety of health and wellness programs, including access to gym facilities. Speak to us to know more about what we offer.

**[How to Apply](#)**