



THE REGIONAL MUNICIPALITY OF DURHAM

Chief Administrative Office Department

Program Lead, Business Continuity **(Regular Full-Time)**

Job ID: 22591
Job Number: 457

Open: Dec 02, 2025 Close: Jan 04, 2026

Diversity, Equity and Inclusion Statement

The Region of Durham is committed to advancing equity, diversity and inclusion within our organization and the communities we serve. We welcome and encourage applications from people who are Indigenous, racialized persons, women, persons with disabilities, members of LGBTQ2S+ communities, and others who may contribute to the further diversification of our workforce, including those who experience systemic barriers.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code, accommodation will be provided throughout the recruitment process upon request, based on any Code-protected ground.

Number of Available positions:

Vacancies: one (1)

Program Lead, Business Continuity

Reporting to the Director, Emergency Management

The incumbent will:

- Develop, implement, manage, and evaluate the Region of Durham's business continuity program
- Maintain situational awareness to identify continuity risks or possible threats to the Region of Durham and alerts appropriate stakeholders and/or elected officials
- Ensure corporate readiness and continuity planning that pertains to labour disruptions related to collective bargaining and cyber or technology related disruptions
- Facilitate annual updating of risk assessments, business impact analysis and continuity plans while identifying gaps in core capabilities
- Develop and deliver a multi-year program maturation, training and exercise schedule for the business continuity program
- Track program status and maturation with measurable data points and provide updates and reports to senior leaders as required
- Coordinate and integrate business continuity with other related programs, such as enterprise risk management, disaster recovery, and cyber security planning
- Represent the Region at local, regional, provincial, federal and private sector training, meetings, events, working groups and emergencies in the Directors absence
- Coordinate emergency efforts with local, regional, provincial, federal, private sector and non-profits organizations
- Update Business Continuity Plans, Standard Operating Procedures, Response Specific Instructions, Forms and Checklists annually
- Provide management and administrative oversight of the Regional Emergency Operations Center and serve as the Emergency Operations Center Director during activations and primary facilitator during multiagency responses
- Manage budget, expenditures and procurements and assist the Director with the development of the annual departmental operating budget
- Serve as the Director of the Department in the Director's absence

The successful applicant will possess:

- A degree or diploma in Business Continuity, Risk Management, Emergency Management, Public Administration, Social Sciences, Sciences, Business Administration or a related discipline or equivalent combination of education and experience
- Extensive experience in business continuity, emergency management, risk management or disaster recovery
- Superior program management, strategic planning and leadership skills
- Superior verbal and written communication skills, organizational and time-management skills



- Exceptional technical knowledge of business continuity program guidelines and standards, such as the BCI Good Practice Guidelines, DRI Professional Practices, ISO 22301 and CSA Z1600
- Exceptional technical knowledge in the areas of Provincial and Federal emergency management legislation, regulations, standards, plans and procedures
- Demonstrated tact, diplomacy, and the ability to work effectively in crisis situations, reacting to a wide spectrum of complex emergency situations
- Effective customer, interpersonal, problem solving and analytical skills
- A transparent, accountable, and respectful leadership approach that fosters trust and open dialogue
- Experience developing and delivering training based on adult training concepts and methodologies, conducting exercises and drills including workshops, table-top, functional and field exercises

Management & Exempt Salary Grade 6

- Salary: \$105,922 to \$132,402 per annum

Conditions of Employment

All applicants are expected to comply with the Region of Durham's Code of Ethics and Code of Conduct Policies throughout the recruitment process. Proof of education, qualifications and any other job bona fide requirements will be required prior to start date.

External Application Process

Come find a home where exciting and rewarding careers are balanced with your lifestyle. We thank all applicants; however, only those being considered will be contacted. Please apply online (www.durham.ca) no later than midnight (Eastern Standard Time) on the closing date indicated on the Job Posting.

The Region of Durham is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity and you require accommodation, or if this information is required in an accessible format, please contact us at: RecruitingHelp@durham.ca and a Recruiter will provide appropriate assistance pursuant to the Region's Accommodation and Accessibility policies. Please note that resumes should not be sent to RecruitingHelp@durham.ca.

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