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## IT Disaster Recovery (DR) Specialist

CA-MB-Winnipeg

**Job ID** 2019-1466   **# of Openings** 1   **Category** Information Technology   **Posting Close Date** 1/6/2020**Type** Full-Time   **Placement** Permanent   **Duration** Not Applicable

### Overview

As the IT Disaster Recovery Specialist you will manage the continuous execution and enforcement of Loss of Technology / Information Technology Disaster Recovery (ITDR) policy, standard and processes for all information technology systems in support of the Business Continuity Management (BCM) directive. In this role you will work with internal and external stakeholders to ensure that standardized methods and procedures are employed to execute efficient handling of all IT DR in order to minimize the impact of technology disaster incidents.

### Responsibilities

- Work with the Business Continuity Management Program (BCMP) to ensure the disaster recovery (crisis management / corporate incident management) and business continuity plans drive disaster recovery (DR) strategy and procedures.
- Establish and maintain the overall plans for executing all DR procedures and understand their interdependencies.
- Establish and maintain detailed DR communications and command and control plans through a change management process.
- Work with the IT technical staff to ensure that disaster recovery solutions are adequate, in place, maintained and tested as part of the regular operational life cycle.
- Develop and understand all testing necessary for a successful DR execution.
- Schedule and lead all IT DR exercises.
- Define, develop and deliver training and preparedness regarding IT DR processes.
- Perform analysis of processes and documents, and develop workflows for system functionality and customization.
- Act as the backup to the Incident management specialist in terms of major incident management support.
- Participate in on call rotation, acting as the major incident manager.

### Qualifications

- Degree or diploma in computer science, information systems or a related discipline.

- Four (4) – six (6) years in the IT industry including:
- Three (3) years progressive experience supporting technology platforms related to IT infrastructure, with a focus on managing DR related activities in complex environments.
- Three (3) years of disaster recovery planning experience.
- ITIL foundations certificate and/or disaster recovery certification (IT DR Implementer) is an asset.
- Certification from the Disaster Recovery Institute (DRI), Business Continuity Institute (BCI) and/or equivalent certifying body is an asset.
- Must be able to obtain and maintain the required level of security clearance as a condition of employment in the classification.
- Working knowledge of IT infrastructure technologies.
- Working knowledge of ITIL best practices related to Change and Configuration Management.
- Ability to administer the following processes:
  - Change Management
  - Asset and Configuration Management
  - Incident and Problem Management

## Options

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