

Job Title: Business Continuity Advisor

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ABOUT AGLC

Alberta Gaming, Liquor & Cannabis (AGLC) is a dynamic organization leading Alberta's gaming, liquor and cannabis industries. Our team of high performers is driven to provide our customers with outstanding service and Albertans with choices they can trust.

ABOUT HUMAN RESOURCES

Our friendly and proactive Human Resources team provides a balanced strategic HR management portfolio for AGLC which includes attraction & retention, compensation & benefit administration, employee & labour relations, recognition, learning & leadership development, occupational health & safety and wellness. We work hard to foster an engaging work environment built on our values of Integrity, Respect, Collaboration, Innovation & Inclusion; we ensure alignment of HR programs with AGLC business goals and create *choices Albertans can trust* to support a more vibrant Alberta.

ABOUT THE POSITION

Business Continuity Advisor

Job Req: 1029

Location: St. Albert - Corriveau

Division/Branch: Human Resources /

Classification: Human Relations 2

Status: Permanent - FT

Salary: \$71,849.45 - \$98,530.03

Reports to: Heather MacDonald

Closing Date: January 22, 2026

JOB SUMMARY

Are you passionate about building resilient organizations that can continue to deliver critical business functions in the event of an emergency or crisis? Do you thrive in dynamic environments where your expertise in business continuity can make a real impact? If so, we invite you to join our team as a Business Continuity Advisor.

As the Business Continuity Advisor, you will lead the development, implementation, and continuous improvement efforts of business continuity programs that support organizational resilience. Reporting to the Manager, Safety & Business Continuity, you'll work collaboratively across all levels of the organization to ensure readiness for unexpected events - from natural disasters to workplace disruptions.

What You'll Do

- Develop and maintain business continuity plans, business impact analyses, and risk assessments for multiple operational areas of the organization.
- Ensure compliance with ISO22301 principles.
- Lead business continuity planning, including risk assessments, impact analyses, and recovery/resumption strategies.
- Facilitate training, testing, and drills/exercises to build organizational preparedness.
- Activate and lead crisis response efforts when needed, including after-hours coordination.
- Represent AGLC in cross-ministry coordination and emergency management forums (i.e., Alberta Emergency Management Agency).

SKILLS & ABILITIES

- Post-secondary education in Emergency Management, Risk Management, Business Continuity, or a related field.
- 4+ years of experience in emergency management, business continuity, or risk management.
- Strong knowledge of emergency preparedness, response, recovery and mitigation principles, Incident Command System (ICS), and legislative requirements.
- Exceptional communication, facilitation, and problem-solving skills.
- Ability to manage competing priorities and lead through complexity.
- Designations such as Associate Business Continuity Professional, Certified Functional Continuity Professional, Certified Business Continuity Professional, Certified Risk Manager, Certified Risk Management Professional, or related DRI or RIMS certifications are considered strong assets.

NOTE:

- To be eligible to work for AGLC, you must be a Canadian citizen, permanent resident or eligible to work in Canada.
- While we appreciate all applications we receive, we advise that only candidates under consideration will be contacted.
- As a condition of employment, you will be required to obtain a satisfactory security clearance and clean drivers abstract (if necessary) prior to employment.
- An equivalent combination of education and experience may be considered. Candidates with lesser qualifications may be considered at a lower classification and salary. This recruitment may be used to fill future vacancies.
- AGLC is committed to creating a diverse environment and is proud to be an equal opportunity employer.

