

JOB DESCRIPTION: Specialist, Business Continuity Management

MANDATE

The mandate of Enterprise Business Continuity Management (EBCM) is to ensure an effective enterprise Business Continuity Management (BCM) governance framework that is consistent with general regulatory requirements and industry best practices/standards is developed, maintained and adhered to across the Enterprise.

Enterprise Business Continuity Management ensures that an auditable governance framework, consistent with general regulatory requirements for BCM across jurisdictions in which the Bank operates, is developed, maintained, and adhered to across the Enterprise, so that the Bank is appropriately prepared for, and can respond to unexpected disruptions to normal activities.

KEY ACCOUNTABILITIES

- Part of a team of BCM-risk management professionals who work with senior management in all lines of business to coordinate business continuity governance activities.
- Contribute to the development and maintenance of the enterprise-wide business continuity management program including: development of tools and instructional guides for both business
- Continuity planning and event management, development and facilitation of enterprise-wide event exercises, relationship management with external vendors, development of corporate policy, standards, and guidelines.
- Contribute to establishing and maintaining program processes and practices which effectively ensure that the enterprise program remains current, and incorporates/aligns with industry standards and practices as appropriate, and adequately covers general regulatory requirements.
- Supports and/or leads processes that support BCM CSA governance requirements as part of the enterprise operational risk framework (as assigned).
- In a relationship management capacity, provides guidance and direction to an assigned clientele (Banking Group and various LOBs) to ensure their business continuity management processes are in accordance with the Banks enterprise wide business continuity management program and quality standards.
- Ensures appropriate integration of requirements and information obtained from various sources; including external regulators and Shareholder Auditors for all jurisdictions.
- Participates as independent business continuity professional in support of various other initiatives to achieve the risk management objectives of ERPM and the Bank of Montreal Group of Companies e.g. RCA, IAAP processes.
- Subject matter expert for business continuity management.
- Participates in external business continuity management organizations and keep abreast of industry best practices and trends.
- Provide 7/24 event management on-call (pager) support on a rotational basis.

KNOWLEDGE, SKILLS and EXPERIENCE

The incumbent must have an in-depth understanding of business continuity management and governance frameworks, strong knowledge of business continuity best practices and protocols,

operational risk management, and in-depth knowledge and expertise of the Bank's operations, including IT practices. Specific expertise should include:

- Business Continuity Management practices and protocols, including in-depth knowledge of international BCM standards promoted by BCI and DR. and ISO
- A strong understanding of Operational risk and resilience, Business Process improvement methods as well as risk related control frameworks and practices (COCO, COSO, ISO, ITIL, CMM, COBIT, etc.),
- All aspects of the Bank's organizational structure and critical products and services, including the delivery mechanisms and IT associated with each, and the technical and operations infrastructure.
- Solid knowledge of IT and Operations Audit methodology
- Corporate Policies and Standards of BMO and its operating subsidiaries
- Solid understanding of the Operational Risk Management methodology and CSA related requirements.

The incumbent should also possess the following skills and experience:

- 5 to 7 years breadth of exposure to operations production and technology environment and/or various LOB environments within the financial services industry and/or Business Continuity Management industry.
- Reasonable depth of exposure/understanding of Business Continuity Management processes and best practices.
- Strong organizational skills.
- Exceptional ability to remain calm under stress.
- Excellent team skills, both as a leader and as a team player.
- Excellent communication skills, especially related to facilitation, documentation and reporting.
- Highly developed relationship management, influencing and leadership skills.
- Must participate in 'on-call' manager duties (7/24 pager on rotational schedule) in support of the EBCM Event Management escalation function.

Expected educational background for this position would include:

- Minimum: Post Secondary Degree,
- Expected: Industry certification in one or more of the following: BCI, PMI, CCSA, CISA, CA, CCSP, ISC, ITIL, etc.
- Preferred in addition to the above: MBA or CA, CMA with operational experience preferred

WORKING CONDITIONS

- Normal working conditions with regular hours.
- Stress levels are moderate to high.