

At Hydro Ottawa, we empower the lives of the people in the communities we serve.

As the electricity distributor to the Nation's Capital, our work powers the essential activities that make up our lives - at home, at work and at play. And as Ontario's largest municipally-owned producer of green power, we are leading the way to a greener tomorrow.

We are seeking a Business Continuity Specialist - EERP, a strategic thinker who can take initiatives from concept to completion and engineer the way to a smart energy future.

Are you ready to make a difference in our community?

Please apply through our linked careers page,

[https://hydroottawa.wd3.myworkdayjobs.com/en-US/hydro\\_ottawa\\_careersite/job/Ottawa-ON/Business-Continuity-Specialist--EERP\\_R003608-1](https://hydroottawa.wd3.myworkdayjobs.com/en-US/hydro_ottawa_careersite/job/Ottawa-ON/Business-Continuity-Specialist--EERP_R003608-1)

#### **JOB SUMMARY:**

The Business Continuity Management Specialist - EERP is responsible for the successful development, deployment and management of the business continuity management program at Hydro Ottawa, with a focus on activities that support the enhancement and maintenance of Hydro Ottawa's Electricity Emergency Response Plan (EERP).

#### **MAJOR RESPONSIBILITIES**

- Develop, implement and communicate the business continuity policy and program, including related crisis management, life safety, incident management (e.g. EERP) and business continuity plans
- Assist the conduct of business impact assessments and evaluation of threats for assigned areas of the company to determine mission critical business processes and business continuity needs
- Provide specialist guidance and support to internal plan owners in the development, documentation, implementation, and exercising of business continuity, incident management and life safety plans, with a focus on the EERP
- Research, identify and ensure compliance to business continuity and emergency preparedness regulatory standards, and adherence to industry standards and best management practices
- Establish and maintain membership and/or relationships with business continuity/emergency preparedness professional associations, committees and industry partners
- Design, establish and coordinate business continuity, incident management and life safety plan exercise methodologies, with a focus on the EERP; direct exercises to ensure adequacy of plans and ensure findings and recommendations from exercises are addressed by the appropriate plan owners
- Prepare and communicate status reports on business continuity and emergency preparedness activities and readiness
- Develop and deliver business continuity program training to ensure understanding of roles and responsibilities, with a focus on the EERP, and to continually improve the understanding of the business continuity, incident management and life safety plans
- Perform other duties as required

#### **EDUCATION AND EXPERIENCE**

- Post-secondary certificate, diploma or bachelor's degree in Emergency or Disaster Management
- Minimum 5 years directly related work experience involving hands-on responsibility for business continuity and emergency preparedness programs
- Excellent knowledge of business continuity and emergency preparedness program best practices
- Proven success working in an environment where the customer experience is a focus
- Experience developing and delivering training
- Experience developing, implementing and maintaining a business continuity/emergency preparedness exercise program
- Strong computer skills; proficient in the use of office productivity and collaboration tools, preferably G Suite
- Project management experience considered an asset
- Experience with or knowledge of ISO management systems considered an asset
- English essential, both oral and written; bilingual (English/French) considered an asset

#### **ADDITIONAL REQUIREMENTS**

- Valid Driver's License - Class G

This is a management group opportunity and salary will be commensurate with qualifications.

Hydro Ottawa offers a Hybrid Work Model. Hybrid work is position specific, the details of which the hybrid model will be discussed with successful candidates.

Hydro Ottawa may use artificial intelligence ("AI") during the recruitment process to aid in the screening and selection of candidates.

Hydro Ottawa is committed to establishing a qualified workforce that reflects the diverse population it serves and we encourage applications from all qualified individuals. We are also committed to preventing and removing barriers to employment for people with disabilities, and we invite you to inform us should you have any accessibility or accommodation needs.

Selected candidates must be legally entitled to work in Canada.