

**Business Continuity Specialist**

|  |  |
| --- | --- |
|  |  |
| Competition Number: LA-2025-68 | Division: Administrative Services  |
| Closing Date: June 20, 2025 | Branch: Office of the Executive Director |
| Compensation: 90,930 – 132,162 | Position Type: Permanent Full-Time |
|  |  |

Are you ready to embark on an extraordinary journey to shape the future of Ontario's Legislative Assembly, with innovation and excellence in parliamentary operations? At the Office of the Assembly, we're not just supporting Parliament; we’re a dynamic team dedicated to driving change and making an impact every day.

At the heart of our mission is to provide non-partisan administrative and procedural services to all MPPs, along with operational support for the daily activities of the Legislative Assembly of Ontario. Our success is intricately tied to the strength and diversity of our staff, as we champion our core values: integrity, inclusiveness, collaboration, and excellence.

Looking for a rewarding career where you can share your expertise in a Business Continuity Specialist capacity? As a valued member of our team, reporting directly to the Executive Director, Administrative Services, you will work directly with individuals across the Office of the Assembly to help implement and maintain various aspects of the Business Continuity portion of the Enterprise Resilience Program, and ensure that it is aligned with organizational guidelines, and requirements. The ideal candidate will have experience in Business Continuity Management, be risk oriented, and focused on ensuring staff and location resilience.

Click here for a detailed look at the job description.

## What You’ll Do

### You’ll act with integrity to:

* Provide advice and guidance to ensure the Office of the Assembly’s business continuity management program (BCM) continues to develop in support of its strategic management plan.
* Identify and document areas of risk related to business continuity, using established enterprise standards.
* Provide best practices, guidance and recommendations for remediation of identified BC risks. Support development of BC capabilities across the organization.
* Work with branches to assist in completing Risk Assessments, Business Impact Analysis, and end-to-end Business Continuity Plans
* Assist in updating and maintaining of business continuity standards, templates, documents, and policies
* Assist with management, execution and documentation of Business Continuity exercises. Design, coordinate, deliver, and review regular business continuity exercises to increase the Office of the Assembly’s incident response capability and to test and inform the organization’s business continuity plans. Develop, implement, and facilitate a program for testing branch BCPs, including communications call cascade, and plan and facilitate test exercises for business units when necessary, and lessons learned are incorporated in the BCPs.
* Create and maintain training and awareness programs, presentations, and materials
* Responsible for the management and maintenance of the enterprise continuity management software and emergency notification platform
* Identify appropriate alternate locations and negotiate contractual arrangements. Establish/maintain business relationships with third parties for the provision of alternative accommodation and maintenance of services for the Legislature
* Develop relocation contingencies programs and ensure training in the event relocation is required
* Advise/communicate with the senior management and other internal stakeholders on all business continuity issues. Act as the first point of contact for all BCM matters.

**You’ll support our collaboration as you:**

* Act as an influencer and a communicator to work with a broad range of employees and support them through all parts of the Business Continuity Management program

## How You Qualify

### You demonstrate excellence through your:

* A bachelor’s degree and 3+ years of experience in business continuity management or equivalent combination of education and experience.
* Strong understanding of Business Continuity standards, principles, tools, and techniques
* Position requires certification in Business Continuity Management.
* Excellent project management, planning, and organizational skills.
* Excellent communication, organizational, teamwork, and interpersonal skills.
* Position requires experience in negotiation.
* Position requires the ability to lead, coordinate, and manage projects across all parts of the organization.
* A good level of knowledge/awareness of the organization’s BCM processes and procedures is essential.
* Experience in developing and implementing effective risk mitigation strategies.
* Experience and competence in drafting and delivering relevant exercises and training

### Here’s what awaits you:

* A dynamic, unique work environment
* A team of dedicated professionals
* A comprehensive benefit and pension package including a comprehensive short term sickness plan and personal days
* Support for your career through training and development
* Access to an employee and family assistance program

If you’re ambitious, passionate, and ready to make your mark, seize the opportunity by visiting us at [www.ola.org](http://www.ola.org) and selecting “Careers” at the bottom of the page for more details.

Join us in shaping the future of Ontario's Legislative Assembly. Your journey starts here!

The Legislative Assembly of Ontario is proud to be an equal opportunity employer who champions diversity and inclusion. We foster an environment where unique perspectives are valued, ensuring that everyone has the opportunity to make a meaningful impact. If you need accommodations during the application process, please don’t hesitate to reach out to us at hr@ola.org.

While we appreciate your interest in obtaining employment with the Legislative Assembly of Ontario, only those selected for an interview will be contacted.