

Position Title	Business Continuity Advisor	Classification	Grid Level 27
Department	Capital Planning and Development	Position #	CP5003
Reports to	Manager, Capital Planning	Date Updated	June 2021

PROGRAM AND STRUCTURE

Legislative Assembly staff provide non-partisan services to the institution of Parliament and its elected members in the areas of procedural advice, administrative support, and information services. The Legislative Assembly is an autonomous employer, separate from the administrative framework of government ministries and agencies, which operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*.

DEPARTMENT SUMMARY

The Capital Planning and Development department oversees the planning and execution of capital infrastructure projects in support of the Legislative Assembly’s long-term capital plan, provides oversight, training, and support to Legislative Assembly departments in the areas of procurement and contract management, and is responsible for the development and management of the Legislative Assembly’s overall business continuity strategy and framework.

POSITION SUMMARY

Reporting to the Manager, Capital Planning and Development, the Business Continuity Advisor is responsible for planning, developing, promoting, implementing and monitoring Assembly-wide business continuity planning that ensures Assembly services and processes continue to function or are brought back into service as quickly as possible in the event of a disruptive event/incident, an emergency or disaster, and that damage is mitigated.

KEY RESPONSIBILITIES

- Establish program requirements and supporting governance framework including risk management principles, an organization-wide business impact analysis, and associated business continuity planning practices.
- Act as subject matter expert on program policy, standards, practices and procedures related to business continuity.
- Establish new procedures and review/modify existing procedures based on best practices, taking into account the unique nature of the Assembly’s operations.
- Guide caucuses and departments to develop and continually improve their business continuity plans with strategies for prevention, mitigation, and integrated response.
- Ensure that business resilience arrangements are fit for purpose, aligned to business resilience standards and take appropriate actions, where required.

- Ensure the development and delivery of training, and exercise to prepare adequately trained staff and promote business continuity planning organizational awareness.
- Conduct after action reports including corrective actions to drive resilience and continual improvement across the organization.
- Support planning for and response to disruptive events/incidents bringing subject matter expertise through response and recovery initiatives.
- Ensure inclusion and availability of tools, technologies and communications systems to support business continuity planning.
- Ensure training calendar is implemented and effective in supporting set goals for business continuity, emergency management and security programs.
- Ensure continuous improvement opportunities are identified, tracked and completed by priority.
- Effectively report program and initiative milestones as well as resource demand requirements.
- Perform other related activities as required.

OTHER FACTORS

LEADERSHIP/SUPERVISORY

- Provide expertise, guidance, advice and recommendations to the Executive Financial Officer, other Clerk Leadership Group members, caucus and department staff as it relates to business continuity planning and the Assembly's overall business continuity strategy and framework, including training and testing of business continuity plans.
- Work closely with the Legislative Assembly's Business Continuity Team, in addition to other internal and external stakeholders.

DECISION MAKING/INDEPENDENCE

- Analyze information and make decisions as it relates to the Assembly's overall business continuity strategy and framework.
- Coordinate with the caucuses and departments to ensure effective, up-to-date business continuity plans through ongoing maintenance, review, and development of the Assembly's overall business continuity strategy, policies, plans and procedures.

RESPONSIBILITY FOR FINANCIAL & MATERIAL RESOURCES

- Provide advice and guidance to ensure the Assembly's overall business continuity strategy and framework supports the Assembly's strategic planning objectives and is in accordance with best practices.
- Conduct cost benefit analysis related to development and implementation of the strategic business continuity program and associated operational risks.
- Support procurement activities related to the business continuity program.
- Maintain and develop business continuity planning organizational awareness through regular provision of advice, training, workshops, and events.

ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly of BC
Executive Financial Officer
Manager, Capital Planning and Development
Business Continuity Advisor

SELECTION CRITERIA

EDUCATION, TRAINING, EXPERIENCE

- Post-secondary degree or diploma from a recognized institution, or equivalent training and/or experience.
- Preferred certifications include Business Continuity Management Certification, Project Management Certificate or Project Management Professional (PMP) designation.
- Three years of previous Business Continuity Management, Disaster Recovery and/or Crisis Management experience.
- Experience in developing and implementing effective risk mitigation strategies.
- Experience and competence in drafting and delivering relevant exercises and training.
- Proficiency in Microsoft 365 and Microsoft Project.

KNOWLEDGE, SKILLS & ABILITIES:

- Comprehensive knowledge of the planning, testing and implementation of business continuity plans within a defined framework of policies and procedures.
- Functional knowledge of IT disaster recovery planning.
- Thorough understanding of business continuity best practices in line with ISO22301.
- Well-developed skills in negotiation, collaboration and influence management with ability to make decisive recommendations to Senior Executive when required.
- Strong project management, change management and team building skills.
- Strong verbal, written and presentation skills with the ability to write reports and articulate complex issues in a clear and concise manner.
- Ability to form effective working relationships with internal and external stakeholder groups.

COMPETENCIES

Service Orientation is understanding the service needs of a client/customer (internal or external) and actively focusing on anticipating, meeting and exceeding the needs in a timely and appropriate manner.

Teamwork and Cooperation is working cooperatively with diverse teams, work groups and across the organization to achieve group and organizational goals. This includes communicating effectively and collaboratively with others.

Results Focus is taking action to achieve challenging goals or high standards. It is focusing on the desired outcomes, setting challenging goals, and taking action to meet or exceed them.

Problem Solving and Judgment is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

Flexibility is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.

Listening, Understand and Responding is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to spoken and unspoken or partly expressed thoughts, feelings and concerns of others.