



LEGISLATIVE ASSEMBLY  
of BRITISH COLUMBIA

**Business Continuity Advisor**

**Competition:** LA212224

**Department:** Capital Planning and Development

**Position Type:** Regular Full-Time

**Classification:** Legislative Assembly Grid Level 27

**Salary Range:** \$75,492.26 - \$86,803.80 per annum

**Close Date:** September 10, 2021

**POSITION SUMMARY**

Employees of the Legislative Assembly of British Columbia (Assembly) provide professional non-partisan services to support the democratic institution of Parliament and its members through procedural advice, administrative support and information services. The Assembly is an autonomous employer, separate from the administrative framework of B.C. government ministries and agencies.

The Capital Planning and Development department is seeking an experienced, knowledgeable, and collaborative individual for the regular full-time position of Business Continuity Advisor.

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.

The Assembly offers competitive benefits and salary packages, and a professional workplace situated in the historic Parliament Buildings. For more information about our organization, go to <https://www.leg.bc.ca/learn-about-us/working-here>.

**QUALIFICATIONS**

Applicants must have a post-secondary degree or diploma from a recognized institution, or equivalent training and/or experience, 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, and proficiency in Microsoft 365 and Microsoft Project.

Other qualifications include preferred certifications in Business Continuity Management, Project Management, or having a Project Management Professional (PMP) designation.

Please refer to the position description for a full list of duties and qualifications.

**APPLICATION REQUIREMENTS**

Please submit cover letter and résumé (preferably combined in one PDF document saved as **Lastname, Firstname**), citing **Competition LA212224**, by September 10, 2021 by e-mail to [careers@leg.bc.ca](mailto:careers@leg.bc.ca).

Please complete the following recruitment questionnaire upon submission:

<https://forms.office.com/r/DmiVW5P5Km>. Applications received without the questionnaire will not be considered.

**Note:**

The Legislative Assembly of British Columbia is an equal opportunity employer committed to establishing an inclusive, equitable, and accessible environment for all. All qualified applicants will receive consideration for employment without regard to race, national origin, age, religion, disability, sexual orientation, gender identity or expression, marital status or any other basis protected by applicable law. We encourage applications from members of communities that are disadvantaged on any grounds under the B.C. Human Rights Code, including Indigenous Peoples, people of colour, people of all genders and sexualities and people with disabilities.

We are committed to ensuring that reasonable accommodations are made available to persons with disabilities during the recruitment, assessment, and selection processes. Applicants requiring reasonable accommodation at any point in the application or interview process, please contact [human.resources@leg.bc.ca](mailto:human.resources@leg.bc.ca).

We would like to thank everyone in advance for applying as only those shortlisted will be contacted. An eligibility list may be established and/or auxiliary positions may be considered for future conversion to regular status. Lesser qualified applicants may be under-implemented or appointed at a lower classification. The Legislative Assembly of British Columbia values diversity and is an equal opportunity employer.

**Human Resources**

**Legislative Assembly of British Columbia**

**E-mail: [careers@leg.bc.ca](mailto:careers@leg.bc.ca) | Telephone: 250-387-5532 | Web: [www.leg.bc.ca](http://www.leg.bc.ca)**

**For inquiries please visit our [FAQ](#) page or [contact us](#).**