

LCBO

Let's get together.

Manager, Business Continuity Program Toronto, ON

Do you love working through complex problems? Reporting to the Vice President, Audit and Risk, Chief Audit Executive, you will be responsible for developing, maintaining, and testing the LCBO's Business Continuity Program (BCP). You will support all business activities necessary to enable the LCBO to lead potential crisis events as well as meet compliance requirements for our business continuity program. You will assist our leaders in identifying, establishing, documenting and measuring business continuity strategies, plan, and processes.

If you love owning the strategy, direction and development of business continuity programs, then this is the role for you!

What's the role about?

Business Continuity Planning

- Establishes and continuously improves BCP to ensure that critical measures are identified and aligned with business needs
- Completes and updates business impact analyses (BIAs) for various outages
- Ensures alignment between BCP, disaster recovery plan (DRP), and crisis management plan (CMP)
- Develops emergency management plans for recovery decision-making and communications, continuity of critical departmental processes, or temporary shutdown of non-critical departments to ensure continuity of operation and governance
- Establishes, maintains, or tests call trees to ensure appropriate communication during disaster

Testing and Reporting

- Ensures that adequate BCPs and DRPs are valid and viable through regular testing and evidence is maintained to provide assurance of resilience for business continuity risks
- Develops and refines documentation of policies, procedures, and standards in support of the business continuity management (BCM)
- Collaborates with partners to document end-to-end processes and identify critical points of failure

What will you bring to the team?

- Bachelor's degree in Business, Economics, Finance, Information Technology or a related field and/or equivalent job related experience
- Certification(s)/designation(s) in related area (Certified Business Continuity Professional, Certified Disaster Recovery Professional)
- Deep understanding of BCM and governance frameworks, business continuity standard methodologies and protocols, and operational risk management
- Ability to facilitate and lead organization to resume critical business functions to acceptable business levels following a disruption and return to normal business operations
- Demonstrated success in leading, coaching and mentoring others, team building, employee development and relationship building
- Proven ability to identify, measure, assess, monitor, analyze and report operational risk management
- Excellent verbal and written communication skills and enjoy presenting

- Strong organizational skills and a track record of leading a range of tasks and issues simultaneously to a positive outcome and on time
- Excellent proficiency with MS Office Suite, including PowerPoint

Please apply at lcbo.com/careers, to **Talent Acquisition, LCBO**, quoting **File #LCB-104/2019**, by **Thursday, June 20, 2019**. We appreciate your interest and advise that only those selected for an interview will be contacted.

Diversity & inclusion matter at LCBO. If contacted for an interview, please advise if you require accommodation in accordance with the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*.