

## About the Workplace Safety and Insurance Board (WSIB)

We're here to help. When an injury or illness happens on the job, we move quickly to provide wage-loss benefits, medical coverage and support to help people get back to work. Funded by businesses, we also provide no-fault collective liability insurance and access to industry-specific health and safety information. We are one of the largest insurance organizations in North America covering over five million people in more than 300,000 workplaces across Ontario. For more information, visit [wsib.ca](https://wsib.ca).

At the WSIB, you'll have the opportunity to:

- explore many career paths and follow your passion
- continuously learn and grow professionally
- be recognized for the great work you do
- participate in programs that support your health and wellbeing

You'll also receive a competitive salary, along with a comprehensive benefit package and defined benefit pension plan.

**Salary Grade: N09      From: \$110,594.16**

**1 Permanent Opportunity - Toronto office or London office.**

### Job Summary:

The Manager, Emergency Management and Business Continuity (EMBC) is responsible for leading WSIB's Emergency Management and Business Continuity programs, by managing and facilitating all activities (protocols, action plan, reports) that strengthen WSIB's preparedness for potential disruptions to people, process and/or technology.

This role is responsible for mitigating the impact of future disruptions through a comprehensive EMBC program that includes assessing potential hazard and loss scenarios, evaluating their likelihood and impact, and developing strategies to effectively address and manage these risks.

### Major Responsibilities:

1. Lead emergency management and business continuity planning, monitoring, and reporting across the organization, ensuring standards are established, performance expectations are met and service levels are maintained:

- Responsible for the development and implementation of the organization's emergency response plans, procedures, lines of authority, threat escalation process and coordination of appropriate resources.
- Responsible for activating and managing the Emergency Operations Centre.
- Responsible for initiating and leading the organization's response to emergency situations and disruptive events this includes:
  - initiating emergency notification systems

- leading evacuation planning
- notification of appropriate first responder(s) and senior management team
- activation of WSIB Emergency Response Team and Emergency Response Notification System (ERMS)
- ongoing management of emergency, after-action response and reporting.
- Act as facilitator of various levels for Incident Management Team meetings
- Initiate and manage the activation of business continuity plans to ensure continuity of operations during a disruptive event.

## 2. Evaluate emergency management practices, disruptive event response protocols, and risks to critical business processes.

- Perform business impact analysis/assessments to identify, prioritize and validate business critical processes annually. Identify key internal and external dependencies and critical technology requirements.
- Continuously evaluate internal and external risks to business processes and operational objectives, to align business continuity response, recovery and resumption strategies to mitigate these risks.
- Advise and prepare senior management on emergency response and business continuity protocols and procedures before and during outages, incidents, disruptive events or emergencies.

## 3. Team Leadership

- Lead and develop employee teams; ensuring employees are provided appropriate performance objectives and development plans.
- Provide guidance and ongoing coaching and feedback to direct reports.
- Collaborate with direct manager to identify, recommend and develop divisional strategy, goals and objectives in support of corporate strategies, goals and objectives.

## 4. Stakeholder Management:

- Develop and manage relationships with management, executives and program area leads to understand business activities and issues, facilitate business continuity planning and identify opportunities to collaborate on strategic initiatives and influence outcomes.
- Develop and maintain communication linkages and relationships internally with business partners across all levels of management, and externally with Ontario Government's Office of the Fire Marshal and Emergency Management. Coordinate response and information sharing with key external partners (i.e. Ministry of Labour, Office of Emergency Management), as required.
- Identify and leverage relationships with key external stakeholders, professional associations, partners and industry colleagues to share information, maintain currency on emerging best practices, trends and/or legislation/regulations and promote the organization's vision and mandate.

## 5. Functional Leadership:

- Provide leadership and direction in the development and execution of emergency management and business continuity planning, monitoring and reporting ensuring

standards and performance expectations are established and service levels are maintained.

### **Job Requirements:**

#### **1. Education requirements:**

##### **Minimum Level Required**

- University and/or college degree in Disaster and Emergency Management or Master of Business Administration.

##### **Preferred Level**

- Masters degree in Disaster and Emergency Management or Master of Business Administration
- DRI Canada Certification (ABCP, CBCP)
- BCI Canada (MBCI)
- DRI Canada (MBCP)
- Certified Emergency Manager

#### **2. Experience:**

##### **Minimum Level Required**

- Emergency management (5+ yrs)
- Business continuity (5+ years)
- Experienced in aligning the implementation of Emergency Management and Business Continuity programs with the following: Emergency Management and Civil Protection Act, RSO 1990, c. E.9; International Organization of Standardization: ISO 22320:2018 Emergency Management – Guidelines for incident management International Organization of Standardization: ISO 22301:2019 Business Continuity Management Systems.

### **Our commitment to equity, diversity and inclusion**

We respect and value the diversity of our people. We strive to create an environment where employees can be themselves and where our differences are celebrated.

We value and celebrate diversity and are committed to creating inclusive experiences for both our employees and prospective employees. We invite all interested individuals to apply. If you require accommodations in order to apply to this position please contact [talentacquisitioncentre@wsib.on.ca](mailto:talentacquisitioncentre@wsib.on.ca). If you are invited to participate in the interview or assessment process, you can advise our Recruiter of your accommodation needs at that time.

Please visit our [EDI Vision](#) to learn more about what actions WSIB are taking to advance our commitment to equity, diversity and inclusion and to support all employees participating and contributing to their full potential

### **Disclosing conflicts of interest**

As public servants, employees at the WSIB have a responsibility to act in an ethical way at all times to create a respectful workplace and maintain public trust. Job applicants are required to disclose any circumstance that could result in a real, potential or perceived conflict of interest. A conflict of interest is any situation where your private interests may impair or be perceived to impair the decisions you make in your official capacity. This may include: political activity, directorship, other outside employment and certain personal relationships (e.g. with current WSIB employees, customers and/or stakeholders). If you have any questions about conflict of interest obligations and/or how to make a disclosure, please contact the Talent Acquisition Centre at [talentacquisitioncentre@wsib.on.ca](mailto:talentacquisitioncentre@wsib.on.ca).

### **Privacy information**

We collect personal information from your resume, application, cover letter and references under the authority of the Workplace Safety and Insurance Act, 1997. The Talent Acquisition Centre and WSIB hiring parties will use this information to assess/validate your qualifications, determine if you meet the requirements of vacant positions and/or gather information relevant for recruitment purposes. If you have questions or concerns regarding the collection and use of your personal information, please contact the WSIB's Privacy Office at [privacy\\_office@wsib.on.ca](mailto:privacy_office@wsib.on.ca). The Privacy Office cannot provide information about the status of your application.

As a precondition of employment, the WSIB requires that prospective candidates undergo a criminal records name check any time before or after they are hired.

**To apply for this position, please submit your application by the closing date.**

While the WSIB's current work environment is hybrid, this role requires the successful applicant to commit to an in-office work arrangement up to 5 days a week beginning in 2026.