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The City work for you.



## Business Continuity and Emergency Management Planner

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As the Business Continuity and Emergency Management (BCEM) Planner you will help prepare the Water Utility to respond to emergency incidents and business disruptions. BCEM helps to ensure public safety, protection of property and the environment, and service reliability.

You will play a critical role in developing, delivering, and maintaining a BCEM program that aligns with standards, regulations, industry best practices, and corporate goals. This position requires a candidate who is experienced in the field of BCEM, a strong leader, excellent facilitator, communicator, and able to work in fast paced, stressful environments. Primary duties include:

- Identify and anticipate BCEM program needs and deliver services to meet or exceed expectations.
- Develop, review and update business continuity and emergency plans and procedures.
- Develop and deliver business continuity and emergency management training to a variety of partners.
- Facilitate and lead orientations, drills, exercises (tabletop and functional), incident After Action Reviews and incident debriefs.
- Facilitate and coordinate projects and meetings with partners, including partners external to the City of Calgary.
- Develop and maintain the capability and capacity of the Water Emergency Operations Centre (H2OC), prior to, during, and post incidents.
- Serve as the H2OC manager during an incident, acting as a BCEM Subject Matter Expert and coach for all H2OC participants.
- Collaborate with other business units as required.

### Qualifications

- A degree in Business Continuity, Emergency Management, or a related field and at least 4 years relevant experience; OR a relevant 2 year Diploma and at least 8 years related experience. Equivalent combinations of experience and education may be considered.
- Knowledge of business continuity and emergency management principles.
- Working knowledge of Microsoft Office suite (Word, Excel, PowerPoint, Teams) and SharePoint is required.
- An Incident Command System (ICS) Instructor certificate will be considered an asset.
- ICS training, Business Continuity Planning certification, or a Certified Emergency Manager (CEM) designation will be considered assets.
- Demonstrated leadership abilities and excellent written and verbal communication skills.
- Experience in developing and implementing emergency management and business continuity plans and procedures.
- Experience in training design and delivery, group facilitation and project management are an asset.
- Ability to work and thrive in potentially stressful, challenging, and fast paced environments as part of a team or to work independently.

**Working conditions:** You will be required to be part of an on-call rotation to provide 24/7 coverage approximately 1 week per month. Outside of this rotation, in the event of an emergency incident, you will be expected to work “non-standard” hours (including evenings, weekends, and holidays) as the incident dictates, with potentially little to no advance notice. While this position is eligible for a partial hybrid/telework option, candidates must live within an approximate 1 hour commuting distance to the Calgary office.

### Pre-employment Requirements

- A security clearance will be conducted.
- Successful applicants must provide proof of qualifications.

Union: Exempt  
Position Type: 1 Permanent  
Compensation: Level E \$79,059 – 119,373 per annum  
(New Rates)  
Hours of work: Standard 35 hour work week  
Audience: Internal/External

Business Unit: Operational Services – Operational Excellence  
Location: 625 25 Avenue SE  
Days of Work: This position works a 5 day work week earning 1 day off in a 3 week cycle.  
Apply By: November 14, 2022  
Job ID #: 306439

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