Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
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Keewatin, ON P0X 1C0

Business Continuity Plan Analyst

Job ID	**1E-37-7D-53-B0-FA**
Web Address	https://careers.indigenous.link/viewjob?jobname=1E-37-7D-53-B0-FA
Company	BGIS
Location	Markham, Ontario
Date Posted	From: 2019-09-16 To: 2020-03-14
Job	Type: Full-time Category: Information Technology
Languages	English

Description

The BCP Analyst will develop, manage, review and maintain Business Continuity Plans and assist in the maintenance and development of the overall BCM program. The BCP Analyst will conduct business impact and risk evaluations for existing and new client accounts as well as functional areas within the business. The BCP Analyst will create and conduct BCP test and exercise scenarios and collate detailed feedback and actions to further improve the active plans. The BCP Analyst will assist in the maintenance of Emergency Response Plans and ensure that emergency response plans are exercised as required. Supports Director, Risk Management and Manager, Business Continuity and Emergency Response on a project to project basis.

KEY DUTIES & RESPONSIBILITIES
Develop BCP project plans (as required)
Conduct Risk Evaluations (as required)
Conduct Business Impact Analysis (as required)
Develop response & recovery strategies (as required)
Develop BCP's (as required)
Maintain BCP's (annually)
Develop test & exercise scenarios (annually)
Conduct test scenarios and collate feedback (annually)
Maintain SPOC list (weekly)
Maintain Critical Infrastructure Log (annually)
Keep notes of actions and minutes from Crisis Management Meetings (as required)
Maintain BCP & ERM Dashboards (weekly)
Assist in in developing BCP training and awareness programs (quarterly)
Maintain Emergency Response Plan Register (Monthly)
Develop Emergency Response Procedures (as required)
Attend CAB meetings (weekly)
Provide support in the development of spreadsheets (as required)
Maintain ERM Team Site page (monthly)
Maintain CMT Call Trees (monthly)
Work on special BCP, ERP and ERM projects as required

Experience

More than one year up to three years

Credentials

Licenses and/or Professional Accreditation
ABCP (CBCP desirable but not essential) from the Disaster Recovery Institute

Education Requirements

University graduation or professional certification (e.g. P. Eng, CMA, CGA or equivalent courses)

Additional Skills

Minimum 1-2 years minimum experience of working within a complex multi-client customer focused environment
Demonstrable knowledge of Business Continuity Management & Emergency Management practices
Knowledge of CSA z1600/ ISO22301
Knowledge or experience in facility management industry

How to Apply

https://trr.tbe.taleo.net/trr01/ats/careers/v2/viewRequisitionorg=BGIS&cws=60&rid=9319