



Help us get there.



We're building change in Brampton.

The urban centre we serve is one of the youngest, fastest growing, most diverse cities in the country. We're aiming high and thinking big, to position Brampton as an emergent global city of the future.

Leaders in our organization understand success requires passion, creativity and agility. We value progress over process. We hold each other accountable. We are a team who is engaged, excited and empowered to deliver results for Brampton.

BUSINESS CONTINUITY ANALYST (6-MONTH CONTRACT)

PRIMARY FUNCTION:

Reporting to the Supervisor, Emergency Management, this position is responsible for the overall support of on-going activities of the Continuity of Municipal Services Program including but not limited to: plan development, risk assessment, plan strategies, business impact analysis, assisting with training, testing, and exercising of business continuity initiatives. This position will develop marketing and awareness campaigns aimed at internal and external audiences to support the program and Business Continuity Awareness Week.

- Liaises with internal stakeholders to bolster continuity resilience
- Develops internal continuity plans based on business impact analysis results
- Creates and maintains databases and spreadsheets related to the Continuity of Municipal Services
- Conducts risk assessments associated with business units to understand and evaluate vulnerabilities
- Build plan strategies to assist in plan development
- Interpret business impact analysis to understand all aspects of the program
- Establish maintenance schedules related to testing, training and exercising
- Determine maintenance strategy for business unit compliance
- Develop training and exercising material
- Assist in running business continuity training and exercising
- Establishes and promotes material related to Business Continuity Awareness Week
- Perform related duties as assigned

SELECTION CRITERIA:

- College or university degree/certification in Emergency Management and/or Business Continuity
- Minimum 2 years of experience within an emergency management/business continuity environment

- Sound knowledge in business continuity practices and standards
- Exceptional communications and interpersonal skills
- Able to work independently or as part of a team
- Ability to lead and motivate teams to obtain cooperation and achieve results
- Proficiency with Microsoft tools
- Submit a Standard Criminal Record Check

Exciting things are happening at the City of Brampton. Watch our [Join Our Team](#) video to hear what our employees say about working here. For insight about Brampton's future, take a peek at what [renowned urban planner Larry Beasley](#) has to say.

***Various tests and/or exams may be administered as part of the selection criteria.*

Job status: Part-time (up to 24 hours per week)

Hourly rate: \$37.87

Applications must be received by February 8, 2019

Alternate formats will be provided upon request.

If this opportunity matches your interest and experience, please apply online at: www.brampton.ca/employment by **February 8, 2019**. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.

The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.