

TEKsystems' top 5 Canadian banking client is looking to hire a Business Continuity Specialist for a hybrid Business/IT coordination role for a 6 month contract that will convert to full-time, permanent employment.

**Location:** Eaton Centre, downtown Toronto

**Rate:** TBD per hour, will convert to a salary once the 6 months is over

**Top Three Skills:** 1. **5+ years of Business Continuity Specialist/Coordinator in a matrix organization**  
2. **Experience in a client-facing role advising and coordinating on BCP efforts**  
3. **Business Continuity Certification from an accredited institution (i.e. DRIE, BCI, etc.)**

**Role Mandate:**

The **Business Continuity Specialist** is responsible for overseeing activities related to Business Continuity Planning for the Lines of Business that they are assigned. Activities include Business Continuity Planning, Business Recovery, Event Management, Life Safety, and Pandemic Preparedness. The Specialist ensures that the Lines of Business have sound Business Continuity Recovery Plans and are adequately educated on the most up to date Business Continuity practices and procedures.

This candidate will be managing their own portfolio of LOBs within the bank and be providing additional and ongoing support to a team of permanent employees in a similar capacity.

**Candidate Value Proposition (CVP):**

This team is made up of many seasoned professionals in the field, which provides an excellent learning opportunity. In addition, this role has great potential to be translated to a permanent position, creating a stellar opportunity for a candidate looking for additional security and stability.

**Areas of interest pertaining to this role would include:**

- \* Business Continuity Planning & Implementation
- \* Change Management
- \* Risk Management
- \* Project Management

**Role Responsibilities Include (but are not limited to):**

**Job Description:**

**1. BCM Planning and Testing**

- \* Ensure that BMO business units comply with ongoing BCP planning regulations set forth in the BMO Corporate Standards and Guidelines.
- \* Provide a 1st line of defense function related to Business Continuity activities within the Operational Risk Framework.
- \* Ensure all Business Continuity objectives are met for all Lines of Business assigned.
- \* Assist Business Continuity Coordinators with all aspects of BCM Planning
- \* Ensure that Business teams and Technical partners are ready and can support testing requirements.
- \* Assist Line of Business partners in the planning and execution of their Business Recovery and Disaster Recovery tests.
- \* Facilitate Business Continuity Forums for all Canadian Coordinators.
- \* Participate on the Incident Response Team for respective Line of Business as required.

**2. Provide BCM Education and Training**

- \* Keep abreast of Business Continuity Planning industry standards and best practices.
- \* Assist with Education and Awareness training for new and existing BCP coordinators within the assigned Lines of Business
- \* Provide ongoing Business Continuity training to BCP Coordinators.
- \* Provide advice and counsel to internal line of business contacts on the day to day operations that impact the recovery of their business.
- \* Appropriate authority to access and use confidential information related to the lines of business for use in Business Continuity exercises and testing (Recovery Testing, Evacuation Drills, Exercise Simulations, etc).
- \* Authority to formulate and present recommendations to the Business Continuity Management Team that will enhance the existing Business Continuity program.