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**Specialist, Business Resilience**

**Full Time Permanent**

**Competition Number: 201974**

**BC Oil & Gas Commission, Fort St John or Victoria**

**Grid 24: \$64,807 – \$73,858 Fort St John\***

**Grid 24: \$62,919 – \$71,707 Victoria**

*\*Posted salary includes a Location Allowance of 3%*

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The BC Oil and Gas Commission (Commission) is the provincial single-window regulatory agency with responsibilities for regulating oil and gas operations in British Columbia, including exploration, development, pipeline transportation and reclamation.

**PURPOSE OF POSITION**

The Specialist, Business Resilience (Specialist) is responsible for several corporate services in the domain of risk management and organizational resilience. The Specialist leads the Business Continuity Management Program (BCMP) in the context of enterprise risk management. The incumbent actively collaborates with managers to integrate enterprise risk management practices throughout the organization in order to enhance strategic and operational decision-making, governance and performance. The Specialist contributes to the evaluation and continuous improvement of risk management, control and governance processes by applying the international standards and professional practices for internal auditing.

**SELECTION CRITERIA**

**Education:**

- University Degree in a related discipline (e.g.: Public Administration, Business Administration, Natural Resource Management, Economics, Accounting or other related discipline) with at least 3 years' experience; an equivalent combination of education and experience may be considered
- Studies towards a professional designation or certification in accounting, auditing, risk management, business continuity management, or a related discipline are not a requirement, but will be positively considered in the candidate selection and evaluation process

**Experience:**

- Current and related experience as a practitioner, analyst or management level in one or more related areas such as business continuity, disaster recovery, emergency management, auditing, quality assurance, program evaluation, business process management
- Experience applying risk management tools and techniques
- Experience in planning, project management, and reporting
- Demonstrated experience working with regulations, policies, and standards
- Demonstrated experience preparing comprehensive program documents, presentations, reports, briefing notes and other communication materials suitable for public sector agencies

If you are interested in applying for this role and meet the minimum selection criteria, please select "[Apply Now](#)" and submit your cover letter and resume prior to midnight **October 25, 2019**. Please note applicants will only be contacted if they are selected to proceed further in the process. An eligibility list may be established.

**For More Information:**

**Recruitment 250 794 5201**

POSITION TITLE:	Specialist, Business Resilience	POSITION #:	573883
DIVISION:	Strategic Services	CLASSIFICATION:	Grid 24
PROGRAM AREA:	Internal Audit & Risk Management	LOCATION:	Victoria/Fort St John
SUPERVISOR'S TITLE:	Director, Internal Audit & Integrated Risk Management	POSITION #:	573241
SUPERVISOR'S CLASSIFICATION:	Management Band B	LOCATION:	Victoria

The BC Oil and Gas Commission (Commission) is the provincial single-window regulatory agency with responsibilities for regulating oil and gas operations in British Columbia, including exploration, development, pipeline transportation and reclamation.

The Commission's core roles include reviewing and assessing applications for industry activity, consulting with First Nations, ensuring industry complies with provincial legislation and cooperating with partner agencies. The public interest is protected through the objectives of ensuring public safety, protecting the environment, conserving petroleum resources and ensuring equitable participation in production.

The Commission is a Crown agency, governed by a Board of Directors. The Commission maintains its own human resource functions in a collaborative relationship with the British Columbia Government Employees' Union and the Professional Employees Association.

### **JOB OVERVIEW**

The Specialist, Business Resilience (Specialist) is responsible for several corporate services in the domain of risk management and organizational resilience. The Specialist leads the Business Continuity Management Program (BCMP) in the context of enterprise risk management. In this capacity, the Specialist promotes, plans, develops, implements, tests and monitors Commission-wide business continuity plans to ensure mission critical services and processes continue to function or are returned to service as quickly as possible in the event of a business interruption of any kind.

The Specialist, Business Resilience actively collaborates with managers across the organization to integrate enterprise risk management practices throughout the organization in order to enhance strategic and operational decision-making, governance and performance.

As a member of the Internal Audit activity, the Specialist contributes to the evaluation and continuous improvement of risk management, control and governance processes by applying the international standards and professional practices for internal auditing.

### **ACCOUNTABILITIES**

#### **Business Continuity Management Program (40%)**

- Lead the Commission's Business Continuity Management Program according to provincial legislative requirements, leading practices and standards, Commission objectives and corporate policy for business continuity
- Develop and maintain current a corporate Business Continuity Policy (the Policy)

- Manage and ensure alignment between BCMP components according to the Policy: BCMP Committee, Crisis Management Plan, Corporate Business Continuity Plan (BCP) Activation Framework, BCP Requirements Matrix and Branch BCPs
- Under the leadership of the Executive Sponsor, act as the Commission's business continuity expert and through training and consultations ensure that the BCMP Committee, the Executive and employees have the resources and support to perform their respective business continuity roles during normal operations and at a time of a business disruption
- Facilitate and support business impact analyses at the divisional, department or branch levels to maintain current the BCP Requirements Matrix
- Collaborate with managers responsible for supporting plans to the BCMP: the Crisis Communications Plan and IT Disaster Recovery Plan
- Develop and implement annual all-staff training and awareness of the BCMP and tailored training for Recovery Managers and branch BCP Leads
- Design, schedule and facilitate table-top or simulation exercises of the BCP and the Crisis Management Plan
- Acts as the BCP subject matter advisor in the event of a disruption and activation of the Commission's Emergency Operation Centre and BCP activation
- Conduct post-disruption and exercise reviews to evaluate performance and implement and communicate changes to the BCMP as appropriate
- Annually, at minimum, provide management assurance to the Senior Leadership and the Board of Directors of the effectiveness of the BCMP
- Liaise and negotiate with any external providers of services

#### **Integrated Risk Management Program (30%)**

- Manage the activities constituting the annual calendar of the Internal Risk Management (IRM) Program: enterprise risks assessment aligned to strategic planning, quarterly reporting to the Board of Directors, regular meetings of the Risk Management Committee (RMC), and regular reporting to the Executive Committee
- Facilitate analyses and assessments of specific enterprise or regulatory risks managed by various functions within the Commission
- Develop, recommend and maintain Commission risk management procedures
- Prepare high-quality and interactive materials to facilitate conversations at the RMC, Executive and the Board of Directors
- Maintain records of risk identification and assessment, current events affecting corporate or regulatory risks, meeting minutes and reporting
- Support the alignment of program implementation, and associated documentation, to latest risk management practices and applicable standards, as well as to internal governance, strategy and accountability processes, in order to ensure the continuous improvement of the program and its value contribution to the Commission's operations and achievement of strategic objectives
- Develop, maintain and deploy a staff training and awareness program of risk management principles, roles, responsibilities and tools as outlined in the Commission's Risk Management Policy

#### **Internal Audit Activity (30%)**

- Support the development and implementation of the Internal Audit Plan in accordance with the International Professional Practices Framework of the Institute of Internal Auditors
- Ensure Internal Audit recommendations and their implementation is clearly linked to underlying risks and the resulting internal controls are adequately documented as risk mitigation responses
- Manage the development of a system for inventorying and documenting management controls in relation to enterprise risks
- Support the development of policies, procedures, guidance and process documentation for the Internal Audit activity

## ORGANIZATION CHART

Commissioner, Chief Executive Officer  
Executive Vice President, Legal and Regulatory Affairs  
Director, Internal Audit and Integrated Risk Management  
***Specialist, Business Resilience (Topic Position)***

## EDUCATION AND EXPERIENCE REQUIREMENTS

### Education:

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### Experience:

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## KEY COMPETENCIES

**Holding People Accountable** involves setting high standards of performance and holding team members and other responsible staff, outside contractors, external partners, etc., accountable for results and actions; provides a detailed explanation of the goal and training and exercises as applicable.

**Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.

**Results Orientation** showing concern for surpassing a standard of excellence, be it one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals one has set; or even improving or surpassing what has already been done (continuous improvement).

**Building Partnerships with Stakeholders** demonstrates the ability to work co-operatively within diverse teams, build long-term relationships with internal and external stakeholders whose engagement and contributions are critical to the success of the functions or programs the position is responsible for.

**Commitment to Continuous Learning** involves a commitment to think about the ongoing and evolving needs of the organization and to learn how new and different solutions can be utilized to ensure success and move the organization forward.

**Improving Operations** is the ability and motivation to apply one's knowledge and past experience for improving upon current modes of operation within the organization. This behaviour ranges from adapting widely used approaches to developing entirely new value-added solutions.