**Business Continuity Specialist**

The Business Continuity Specialist within the Canadian Business Continuity Program Office 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, and BCM Testing.  With minimal managerial guidance, the Specialist ensures that the Lines of Business have sound Business Continuity Recovery Plans.

KEY ACCOUNTABILITIES:

1.   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.
* 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 guidance to BCP Coordinators
* 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)
* Contribute content for the Business Continuity Forums for all Canadian Coordinators
* Authority to formulate and present recommendations to the Business Continuity Management Team that will enhance the existing Business Continuity program

KNOWLEDGE:

* Good working knowledge of each affiliated line of business’ product lines as well as the risk exposure related to their products and processing/operations environments
* Good working knowledge of BMO as well as operating and IT environments
* Continuous/business process improvement and project management techniques and application. Must be able to communicate vision, define and lead substantial change
* Knowledge of regulatory requirements

SKILLS:

* Business Continuity Certification from an accredited institution (i.e.DRI, BCI) preferred
* Ability to work with minimal direction
* Excellent leadership, influencing and negotiation skills
* Act as an agent of change
* Analytical and strategic thinking
* Strong results orientation
* Exceptional time management skills
* Ability to work with senior levels within and across the organization
* Establish conducive working relationships with managers across different business groups
* Excellent project management skills covering a wide range of challenges
* Strong presentation and computer skills

EXPERIENCE:

* Business Continuity Planning
* Change management experience
* Leadership experience
* Risk management experience

Location: Downtown Toronto (250 Yonge)

**We’re here to help**

At BMO we have a shared purpose; we put the customer at the centre of everything we do. For 200 years we have thought about the future—the future of our customers, our communities and our people. We help our customers and our communities by working together, innovating and pushing boundaries to bring them our very best every day. Together we’re changing the way people think about a bank.

As a member of the BMO team you are valued, respected and heard, and you have more ways to grow and make an impact. We strive to help you make an impact from day one – for yourself and our customers. We’ll support you with the tools and resources you need to reach new milestones, as you help our customers reach theirs. From in-depth training and coaching, to manager support and network-building opportunities, we’ll help you gain valuable experience, and broaden your skillset.

To find out more visit us at [https://bmocareers.com](https://bmocareers.com/)

BMO is committed to an inclusive, equitable and accessible workplace. By learning from each other’s differences, we gain strength through our people and our perspectives. Accommodations are available on request for candidates taking part in all aspects of the selection process.