

May 15, 2019

Senior Business Continuity Analyst – Airport Operations Department Full-Time Acting Assignment/Term (Two Years)

YVR is made up of a team of diverse people who are working collaboratively to reach our goal of 29 million passengers by 2020! We're innovative, fun, and we invest in our people. We're a BC Top Employer for 13 years standing, with high engagement scores, an abundance of learning and development opportunities, and a holistic approach to wellness! And we're looking for someone to join our team.

We have a full-time, acting assignment/term opportunity (two years) for a Senior Business Continuity Analyst with the Airport Operations Department. Reporting to the Manager, Emergency Planning, the successful candidate will provide support to continually enhance resilience and service continuity at the Vancouver Airport Authority.

Key responsibilities include:

- Provide leadership and technical expertise to support the overall development, writing and coordination of the Business Continuity Program and Plan at the Vancouver Airport Authority
- Develop, draft and enhance plans and procedure to support restoring critical services quickly and as efficiently as possible following an event
- Ensure alignment and update program as required to ensure alignment align to industry regulations, standards, feedback and best practice are incorporated into the Program
- Support in identifying key capital projects or areas of improvement related to strengthening the organization's resilience and business continuity Program
- Build and maintain effective collaboration with key stakeholders – both internal and external
- Using industry best practice, monitor trends and provide recommendations on information optimization tools/technology for easy access to information in emergency events
- Develop strategies to support YVR and the airport community engagement, education and awareness of Business Continuity and Emergency Planning overall
- Support the team in all other tasks, as required, including workshops, training and exercise administration

Key qualifications include:

- At least three to five years of recent, related experience in program/plan design – including in the areas of risk, planning, project management and/or reporting; supplemented by a university degree in addition to a related professional designation or studies towards a related professional designation (e.g., Business Continuity, Risk, Project Management, or Emergency Management)
- Previous experience in building and designing organizational resilience plans and/or program
- Strong knowledge of business continuity and/or emergency management standards, industry regulations and best practices



Beyond, Every Day.



- Ability to engage collaboratively and effectively with internal and external teams, clients and other associated stakeholders
- Ability to quickly evaluate large amounts of complex information, make recommendations and streamline into a clear documentation and/or process
- Demonstrated ability to work both independently and in a team in order to meet deadlines and achieve the team's overall objective
- An excellent communicator, with strong written and verbal communication skills
- Exceptional organizational skills and attention to detail, with the ability to multitask in a fast-paced environment
- Strong knowledge of computer programs, with proficiency in MS Office
- Keen interest and demonstrated ability to learn and adapt in a non-structured environment, including the ability to become proficient in new software systems
- Previous experience working in an airline/airport operations environment is an asset

This position is open to both Vancouver Airport Authority employees and external candidates. Previous job performance, education and experience will be taken into consideration for all candidates that apply for this position.

Vancouver Airport Authority welcomes applications from all qualified candidates, including women, Aboriginal peoples, persons with disabilities and members of visible minorities. We are happy to provide reasonable accommodations throughout the selection process and while working at YVR. If you require support applying online because you are a person with a disability, please contact us at 604-303-3152 or careers@yvr.ca. We welcome the opportunity to discuss accommodation of your disability and ensure fairness in our hiring process.

Reference no.: 19-42

To apply: Visit <http://www.yvr.ca> > Careers > Current Opportunities