



JOB DESCRIPTION

Position:	Business Continuity Planner Canada, AVP
Department:	Business Continuity & Security
Status :	PERMANENT
Location :	2001 Robert Bourassa 19th floor, Montreal
Update:	November 2016

About BNP Paribas

BNP Paribas has a presence in 75 countries with more than 180,000 employees, including 140,000 in Europe. It ranks highly in its two core activities: Retail Banking & Services (comprised of Domestic Markets and International Financial Services) and Corporate & Institutional Banking. In Europe, the Group has four domestic markets (Belgium, France, Italy and Luxembourg) and BNP Paribas Personal Finance is the leader in consumer lending. BNP Paribas is rolling out its integrated retail banking model across Mediterranean basin countries, in Turkey, in Eastern Europe and a large network in the western part of the United States. In its Corporate & Institutional Banking and International Financial Services activities, BNP Paribas also enjoys top positions in Europe, a strong presence in the Americas and solid and fast-growing businesses in Asia-Pacific.

REPORT TO

❖ Director, head of Business Continuity & Security Canada

MISSION AND OBJECTIVES

This position is part of a small, dedicated team that oversees and coordinates all aspects of the BNP Paribas North America Business Continuity program. The position is involved in all system administration and reporting activities of the Group, including general oversight and coordination activities, maintenance of the region's Crisis Management Committee systems, and overseeing the maintenance of business continuity plans and systems for the region's business and functions teams. It also involves support of the Crisis Management Committee during emergency situations. The position requires a constant relationship with regional management at all level.

MAIN RESPONSIBILITIES

- Manage the documentation and procedures that support BCM.
- Assess and implement BCM tools.
- Serve as the liaison between business and technology groups, and ensure that technology requirements for crisis management and business continuity are maintained and delivered.
- Plan and coordinate regular tests of all crisis response and business continuity tools and procedures.
- Assist departments/branches on an ongoing basis developing and maintaining business impact analysis and business continuity plans.
- Coordinate with all departments/branches on ongoing basis workshops, tabletop testing and recovery exercises.

Regional Business Continuity Management Reporting Management

- Create regional reporting to management
 - Monthly scorecard
 - BCM Steerco summary
- Maintain accurate Global CIB Business Continuity Mgmt Dashboard for US/CAN
- Prepare BC Monitor campaign

Business Continuity Management Tools administration

- Maintain Everbridge notification tool for the NAR region including
 - Data upload and User access management
 - User support and training
 - Tool readiness
 - Reporting
 - Test organization
- Maintain LDRPS/PAROS for the NAR region including:
 - Data upload and User access management
 - User support and training
 - Assist in transition to ARCHER
- Develop and maintain BCM SharePoint for the NAR region to facilitate:
 - Team collaboration
 - Awareness and training
 - Testing preparation, organization and reporting

REQUIREMENTS

TRAINING AND OCCUPATIONAL EXPERIENCE

- Administration degree or any other pertinent background
- 4 to 5 years of experience in the financial sector Knowledge of the Bank Businesses and Function
- Experience in business continuity and/or crisis management
- Project management experience a plus

ESSENTIAL SPECIFIC REQUIREMENTS

- Ability to work under pressure while keeping organized
- Availability (working hours in case of crisis management)
- Mobility (possible travel to New York or other location in the US)
- Bilingual (French, English)

SKILLS AND BEHAVIOURS

- Excellent organizational and documentation skills reflecting detail orientation
- Strong knowledge of desktop applications/environment
- Able to multi-task on an ongoing basis
- Proactive, with the ability to think transversally
- Ability to interact effectively with people at all levels of the firm
- Excellent communication ability, oral and written, to all levels of the organization

A recruitment policy that promotes equity and diversity:

Equity and diversity are at the core of our recruitment policy because we believe that they foster creativity and efficiency which in turn increase performance and productivity. We strive to reflect the society we live in, while keeping with the image of our clients.

We pride ourselves in applying non-discrimination rules to all our recruitments.