

## DISASTER RECOVERY ANALYST

Full Time Employment Opportunity

Reporting to the Manager, Architecture, Analysis and Recovery, the Disaster Recovery Analyst is responsible for providing technical analysis and support to the Disaster Recovery program. The incumbent works closely with the business and technology stakeholders to conduct technical analysis in support of system recovery exercise planning and validation. Responsibilities include participating in exercise planning, coordinating resources and tasks, and maintaining the corporate Technology Recovery Plan (TRP). The incumbent also participates on project teams to identify disaster recovery requirements and ensure that solution designs meet the business recovery requirements.

### Duties:

- Coordinate the planning, execution, and documentation of technology recovery testing for all systems.
- Conduct and facilitate planning meetings with business and technology resources.
- Determine and document the testing strategy for each system and support the business with test script development.
- Lead the analysis to identify risks, solutions, and mitigation strategies when conducting an exercise.
- Document problems encountered and issue resolutions
- Participate in the creation of recovery exercise documentation.
- Participate in technical analysis of recovery exercise results.
- Participate in conducting or reviewing Business Impact Assessments with the business.
- Ensure system recovery strategies meet all business recovery objectives/requirements.
- Coordinate modification of TRP documentation to reflect changes as they are made.
- Participate in solution design workshops ensuring disaster recovery requirements are met.
- Participate in RFP development, identifying disaster recovery requirements.
- Participate in the creation and maintenance of the annual Disaster Recovery Delivery Plan, including the identification of required resources and time requirements.
- Coordinate, communicate, and assist ITS leadership and the ITS DR recovery team in the event of an incident requiring Disaster Recovery.
- Ensure alternate data centre infrastructure supports testing and recovery requirements.
- Work with the Senior Technology Specialists to ensure infrastructure updates and changes continue to support and meet the business recovery requirements
- Work with Senior Technology Specialists to develop and validate recovery plans for critical data center infrastructure.
- Encourage a climate that supports diversity.
- Performs other duties as assigned.

### Primary Qualifications:

- Completion of a recognized degree or diploma program in a related IT discipline, or an equivalent combination of education and experience.
- A minimum of nine (9) years' experience with increasing responsibility in an IT support and service delivery role supporting Enterprise Class systems and applications.
- A minimum of two (2) years' experience with Disaster Recovery planning and exercise testing.
- Demonstrated ability to analyze and solve problems, make decisions, understand business principles and practices, communicate effectively, facilitate, and negotiate.
- Ability to work independently and or in a team environment.
- Organized and a self-starter, with the ability to complete tasks with minimal supervision.
- The core competencies for this position include achieving quality results, adaptability/managing change, communication, customer service, decision making and problem solving, integrity and building trust, teamwork and cooperation and valuing diversity. Leadership competencies include building strategic performance, coaching and developing, influencing and leading. These competencies are deemed important for the success of the position and organization.

### Secondary Qualifications:

- Bilingual (French/English) language skills.
- Training in project management is an asset.
- Knowledge and experience with business analysis, elicitation, requirements management and communication, enterprise analysis, requirements analysis, and solution assessment and validation are an asset.
- Knowledge and experience in Windows, Active Directory and a complex network environment is an asset.
- Knowledge and experience with VMware is an asset.
- Progress towards Certified Business Continuity Professional (CBCP) or Associate Business Continuity Professional (ABCP) accreditation or equivalent experience is an asset. This certification will be required; however, it may be acquired on the job.

**Salary:** \$33.81-\$42.31

**Bargaining Unit:** TBD

**Location:** Milt Stegall

Individuals should apply by completing our online application form at [www.mbl.ca/jobs](http://www.mbl.ca/jobs) or by submitting a resume and application to [careers@mbl.ca](mailto:careers@mbl.ca)

All applications are due by **January 26, 2021.**

*We thank all interested applicants, however, only those selected for interviews will be contacted.*