



Make working for
The City work for you.



Business Continuity and Recovery Planner – Emergency Management

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Business Continuity and Recovery Planner (BCRP) – Emergency Management, you will be working in the Emergency Management Operations division and will be responsible for developing and delivering emergency management programming that includes prevention, preparedness, mitigation, response and recovery. You will work with internal City business units, external partner organizations, community groups, not-for-profit organizations, volunteers, vulnerable populations and private industry to actively mitigate risk and respond in the event of an emergency. You will be responsible for developing strategies and plans to support The City's emergency management mandate. Primary duties include:

- Work in close consultation with business unit senior managers and leadership teams to create strategies and plans for Emergency Management Operations; ensure plans integrate into Emergency Management and Community Safety's business plans.
- Develop or support emergency preparedness planning, including hazard specific response plans, recovery plans, and after-action reporting.
- Lead or participate in emergency management program development and management including Emergency Social Services (ESS), Training, Exercises and related activities.
- Develop strategies, plans and policies related to response, recovery, and disaster risk management.
- Provide leadership and support to Emergency Operations Center (EOC) exercise and training programs and other preparedness planning activities.
- Undertake research and analysis in support of assigned responsibilities.
- Monitor, report and present on assigned projects.
- Participate in the Emergency Management Operations after hours on-call rotation.
- Establish and maintain meaningful relationships with internal and external groups.
- Provide operational leadership and support during emergency events, including participation in Emergency Social Services (ESS) and Emergency Operations Centre (EOC) as well as on site response support.

Qualifications

- A degree in a related field and at least 4 years of experience in a similar role.
- Equivalent combinations and education and experience may be considered.
- Incident Command Systems (ICS) 200 is required.
- Intermediate proficiency in Microsoft (Excel, Outlook, Word, PowerPoint, and Teams) is required.
- Preference will be given to applicants who possess education and/or experience in: disaster risk management, strategic planning, emergency management/business continuity, exercise design, emergency social services, training program development, after action reporting, municipal government, or volunteer management.
- Emergency Management certifications (CEM, AEM), Business Continuity certifications (ABCP, CFCP, CBCP, MBCP) will be considered assets.
- Experience working with sensitive information and in an operational environment (such as emergency social services, emergency operations centre and emergency services) will be considered an asset.
- You have strong negotiation and communication skills and the ability to analyze and synthesize information.

Pre-employment Requirements

- An enhanced security clearance will be conducted.
- Successful applicants must provide proof of qualifications.

Workstyle: This position may be eligible for remote work as one of several flexible work options available to City employees. These arrangements depend on the operational requirements of the role, employee suitability, and are subject to change based on operational needs and corporate direction.

Note: Please note all exempt positions at The City are undergoing a compensation review. This means the union jurisdiction and/or salary range listed here may change. [Tell me more.](#)

Union: Exempt

Position Type: 2 Temporary (up to 24 months)

Compensation: Level E \$85,135 – 128,548 per annum

Hours of work: Standard 35 hour work week

Audience: Internal/External

Business Unit: Emergency Management & Community Safety

Location: 673 1 Street NE

Days of Work: This position works a 5 day work week earning 1 day off in a 3 week cycle.

Apply By: June 13, 2025

Job ID #: 312131

Apply online at www.calgary.ca/careers