

JOB POSTING – Sr. Consultant, Business Continuity & Resilience

Organization:	Northly Risk
Work Location:	Toronto or Oakville Canada, with remote work options
Work Arrangement:	A combination of in-office and remote-work in accordance with the operational needs of each project (most work can be performed remote)
Authorized to Work In:	Canada (eligible to work legally without requiring sponsorship)
Target Hiring Range:	Salary commensurate with experience
Contract Duration:	Full-time/permanent
Closing Date:	When position is filled

About Northly Risk

Northly Risk is a boutique risk consulting practice specializing in resilience, crisis management, business continuity, emergency management, operational risk, and corporate strategy. Most of our work focuses on three main areas: a) helping clients develop or enhance risk-related programs (e.g. business continuity, crisis, incident, etc.) b) developing custom tabletop exercises and crisis simulations and c) traditional management consulting to assist clients in solving complex risk-related challenges (e.g., corporate strategy, program reviews, recommendations reports, roadmaps, etc.).

We are looking for a Sr. Consultant, Business Continuity & Resilience to support risk-related consulting engagements with clients. We work with some of Canada's most established companies, providing a range of risk-related solutions. Examples of recent and ongoing Northly Risk projects include:

- Business continuity advisory projects for a large bank.
- Crisis and incident management exercises for a large bank.
- Business continuity plan, crisis management plan, training, and exercise for a large association.
- Executive training and simulation for a mid-sized organization.

Role Summary

As a Senior Consultant, Business Continuity & Resilience, you will be responsible for developing, and presenting a wide range of risk-related deliverables, including business continuity programs, crisis and incident management plans, emergency response plans, tabletop exercises, simulations, and corporate strategy reports. You will also be responsible for leading various project management and stakeholder managements activities, including developing project plans, tracking project status, and coordinating client meetings. Your industry expertise, strong people skills, attention to detail, and ability to develop high-quality written documents will enable you to address client needs. Key responsibilities will include:

- Lead project management, project coordination, and stakeholder management activities.
- Develop project status reports, trackers, project plans and decks using established templates.
- Develop business continuity programs, including conducting Risk Assessments, Business Impact Analyses, documenting business continuity strategies and developing Business Continuity Plans.
- Develop crisis, incident and emergency management-related programs, plans, procedures, etc.
- Develop and support the delivery of advanced crisis simulations and tabletop exercises.
- Develop and support the delivery of training for team members and senior executives.
- Support in developing advanced corporate strategy recommendation reports for clients.

What You'll Bring

EDUCATION/TRAINING/CERTIFICATION:

- A master's degree from an accredited college/university, ideally in a subject that requires strong analysis skills.
- A professional designation or certification in business continuity (e.g., BCI, DRI) or a related discipline is an asset.

EXPERIENCE:

- A minimum of 3-5 years experience working in a corporate environment, ideally on business continuity related projects OR a professional service/consulting role.
- Experience working on business continuity-related projects.
- Extensive experience developing complex and high-quality written deliverables, and stakeholder presentations in a fast-moving environment with tight deadlines and competing priorities.
- Experience managing projects and/or working within a project management environment.
- Experience working in financial services and/or participating in tabletop exercises or real-life incident/emergency response situations is an asset, but not a requirement.

KNOWLEDGE/SKILLS:

- Advanced knowledge of business continuity industry practices.
- Knowledge of incident, emergency and/or crisis management or related disciplines.
- Advanced writing and analysis skills, including research and writing of reports and documents.
- Superior verbal and written interpersonal communication skills and facilitation skills.
- Strong familiarity with project management practices and approaches.
- Strong attention to detail and a commitment to develop high-quality deliverables.
- Strong organization skills with good prioritization/workload management abilities.
- Ability to manage multiple tasks and competing priorities with a strong sense of urgency.
- Advanced Microsoft Excel, Word, PowerPoint, and Outlook skills.

What we offer

- A challenging and fulfilling career in a growing field.
- Opportunities to lead innovative projects in business continuity and crisis management.
- Interaction with senior leaders from top Canadian companies.
- Flexible working arrangements and a supportive work environment.
- Competitive salary with bonus potential.

HOW TO APPLY:

If interested in this position, please send your resume and a cover letter outlining your salary expectations to careers@northlyrisk.ca, with the job title and your last name in the subject line.

While we thank all applicants for their interest, only those selected for interviews will be contacted. To learn more about who we are and what we do, please visit our website at www.northlyrisk.ca.