



NOTICE: Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

Job Ad

Ministry: Ministry of Government Services
Division: Finance and Administration
Position Title: Security and Contingency Planning Analyst
Duration: 1 Permanent
Location: 189 Red River Road, Thunder Bay, P7B 6L8, North Region
Compensation Group: AMAPCEO
Salary: \$59,253.00 - \$72,135.00 per annum
Position Status: Open
Job Code: 17APA - Prog Analysis Ama Unit APA17
Schedule: 6
Category: Policy and Analysis
Job ID: 19753

ServiceOntario provides important government services to the residents of Ontario and has an obligation to ensure that the delivery of services will continue during any emergency situation. With your knowledge of business continuity and emergency management planning you can help to ensure that Ontarians will have access to important services when they need it the most.

As a Security and Contingency Planning Analyst, you will support the development and maintenance of business continuity and emergency response plans for Service Ontario programs and incorporate best practices. You will also prepare training materials for use by program staff, develop statistical reports, business plans and briefing materials, and maintain effective partnerships with key stakeholders. Additionally, you will research, analyse and provide recommendations on service wide continuity of operations and security policies and maintain a current knowledge of emerging issues and trends.

Qualifications: proven knowledge and understanding of emergency management, business continuity planning, and preventative security strategies; established communication, consultative and negotiating skills to maintain an ongoing relationship with ministry emergency management and program staff; research, analytical and problem solving skills to develop solutions to delicate and urgent continuity of operations situations; demonstrated priority management and time management skills along with the ability to produce high quality results on time; familiarity with the functions and services provided by ServiceOntario and other ministries and divisions to develop effective and coordinated business continuity and emergency management plans; proficiency in using computer based word processing, spreadsheet, database, presentation and project management software.

Prior to the offer of employment, in accordance with the OPS Personnel Screening Checks Policy, the top applicant will be required to undergo personnel screening checks, which includes a police records check.

Posting Date: Tuesday, July 28, 2009

Closing Date: Wednesday, August 12, 2009

Applications must be received by the end of the closing date with the Job ID number quoted.

**Apply online
or send application to:**

Applications are accepted online only. As an equal opportunity employer, the OPS will provide employment accommodation if required. Contact the regional Recruitment Centre at:
1-866-333-8491, Ontario, CANADA
Fax: Faxes are not being accepted at this time

Only applicants selected for interview will be contacted.

OPS Employees are required to quote their WIN EMPLOYEE ID number when applying to positions.

**The Ontario Public Service is an equal opportunity employer.
Accommodation will be provided in accordance with the Ontario Human Rights Code.**