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# Example of Business Continuity Analyst Job Description

Our company is growing rapidly and is hiring for a business continuity analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for business continuity analyst

* Obtaining all the required reviews and approvals for BIA/RA, BCP and Testing with supporting documentation including approvals and related PDF documents stored in Sustainable Planner
* Updating Sustainable Planner prior to quarter end with the current completion dates, sign off, testing results and other business unit information for accurate quarterly reporting
* Developing and leading awareness sessions with business unit personnel to ensure an appropriate level of understanding of roles and responsibilities among all staff
* Serve as the Business Continuity Program lead for the bank
* Maintain and update as needed BCP plan to include BIA, alternate site, pandemic and emergency operations
* Support the development and delivery of training for BCP stakeholders
* Assist in the development and ongoing maintenance of BCP policies, standards, procedures, and documents
* Support both internal and external audits of program
* Support services to service provider customer TD in meeting all contract reporting requirements
* Act as backup to bank Information Security compliance program

## Qualifications for business continuity analyst

* Liaison with departmental and EMEA office BCM representatives to conduct regular business continuity tasks updating plans, reviewing business impact analyses, organising recovery site testing, crisis management briefings / workshops
* Bachelor’s degree in Risk, Business or IT Management related field from an accredited college/university
* BCP certification with strong background in Disaster Recovery, Vendor Relationship management and Information Security (focus on PCI and FFIEC) plus
* Detail-oriented with ability to focus on granular level compliance and security issues
* Strong computer proficiency in Microsoft Word, Excel, Outlook, Visio, SharePoint, and PowerPoint
* Able to establish and maintain cooperative and positive working relationships with employees, customers, and vendors, and regulatory agencies