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# Example of Business Continuity Analyst Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of business continuity analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for business continuity analyst

* Support testing process, analyze and report test results, making necessary adjustment to the business processes as required
* Strives to understand business function/process recovery strategies and critical technology recovery solutions
* Maintains awareness of current legal/compliance requirements for business continuity plan and standards
* Provide support to Business Continuity (BC) and Security team as required
* Support Associate Director in the development and enhancement of Business Impact Analysis and Business Continuity Plans (BCPs) with Owners
* Acts as system administrator for TW Emergency Alerts
* The BCM Systems Analyst is responsible for the ongoing development, implementation, exercising and maintenance of the business continuity and disaster recovery plans and processes comprised within the BCM program
* During disasters and downtime events (planned and unplanned), the Analyst is responsible for centralized crisis management coordination across platforms and applications, including potential cross system impacts
* Planning, and recovery actions, including scheduling and managing post review debriefs following planned and unplanned downtime events
* Assess, develop and deliver needed training on business continuity and disaster response and recovery methodology, programs and tools for University Information Technology

## Qualifications for business continuity analyst

* Experience in crisis response or the Financial Services industry preferred
* Demonstrated proficiency in emergency notification tools
* Demonstrated proficiency in Microsoft Office product suite, Tableau
* Knowledge or experience in business continuity planning - commensurate with 3-5 years of experience
* An understanding of Information Technology concepts
* Proficient in Microsoft Office suite of applications (Word, Excel, PowerPoint, Access, SharePoint)