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# Example of Business Continuity Consultant Job Description

Our company is looking to fill the role of business continuity consultant. 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 consultant

* Work closely with our Cyber team for Cyber Crisis Management engagements
* Evaluate/Recommend emergency supplies, tools, kits
* Analyze corporate intelligence data to identify trends, patterns, or warnings indicating threats to security of people, assets, information, or infrastructure
* Develop, implement and maintain enterprise-level business continuity strategies and plans
* Present when necessary to client executive and third parties
* Be part of the team delivering high quality client engagements, typically as part of a fieldwork team, or managing small to medium size engagements
* Assess the different crisis scenario for the organisations, their impact on the business, propose strategies to respond in case of disaster and draft the plans for continuity
* Organise training and awareness sessions for the clients
* Assist the organisations in their projects of readiness towards internationally recognized standards (ISO 27001, ISO 22301, ETSI, ) and best practices
* Evaluates capabilities demonstrated during the simulation exercise and advises on opportunities for improvement and in managing unmitigated risks uncovered during exercises

## Qualifications for business continuity consultant

* Strong analytical, presentation, and organizational, written and verbal communications skills, are required
* Bachelor’s degree, with advanced certification or equivalent experience (5 years minimum) required
* Strong knowledge of technology tools for consulting analysis, technology applications and data utilization
* BS in engineering, environmental science, safety, occupational health or a related discipline
* CEM, CSP, CBCP or related certificate is a plus
* Professional certifications or designations in business continuity, disaster recovery, security, IT auditing, risk analysis or investments a plus, but not a requirement