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# Example of Business Continuity Consultant Job Description

Our company is looking to fill the role of business continuity consultant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for business continuity consultant

* Identifying synergies between third party programs across the enterprise to strengthen business preparedness and third party resiliency
* Develops and mentors Relationship Consultants in collaborating with AoRs through execution and application of Enterprise BC standards and leading practices to conduct BIAs, develop BC plans and conduct exercises
* Establishes strategic partnerships with cross-organizational business areas including Continuity Management, Critical Incident Response Team (CIRT), Information Security, Physical Security and Supplier Management to improve coordination in planning, response and closing gaps in technology or vendor capabilities
* Partners with the AoR Lead Coordinator to inform AoR Senior Leadership and drive action on improvement priorities by developing and presenting metrics dashboard reports and trends that summarize compliance to standards, actions taken, and results to enable decision making at the executive level
* Reduce risk by remediating issues and observations
* Proactively identify emerging risks and control weaknesses
* Conduct ad-hoc project management and execution of continuous improvement work efforts that drive efficiency and strengthen controls
* Develop effective relationships with partners outside of GBCR to obtain broad perspective and influence improved adherence to requirements
* Must have the ability to work in and navigate a dynamic and sometimes ambiguous environment
* Must have strong analytical, logical, problem solving, consultative, communication, and decision-making and judgment skills

## Qualifications for business continuity consultant

* Demonstrated ability to communicate calmly and professionally in a crisis situation
* Continuity planning or related certification (DRII, FEMA )
* Good knowledge of English language (written and oral)
* Experience with facilitating discussion and decision making with members of local leadership at various levels of the organization
* Experience with providing lecture style training and composing short educational articles for staff members
* Familiarity with data processing terminology and concepts