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# Example of Business Continuity Consultant Job Description

Our growing company is looking for a business continuity consultant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for business continuity consultant

* Ability to achieve job objectives and solve complex problems where analysis requires in-depth evaluation of variable factors
* Discovers, analyzes, and certifies the alignment of business recovery requirements with IT partners to ensure plans are sound
* Acts as liaison to internal and external auditors, regulatory agencies, internal business units/departments and business recovery vendors
* Contributes to establishing and maintaining program processes and practices which ensure that the program remain current and aligns with industry standards and practices as appropriate and adequately covers regulatory requirements
* Performs risk analysis, develops testing methodologies, identifies gaps in business continuity plans and plans/executes exercises
* Develops relationships across locations and departments to ensure acceptance, consistency, and implementation of effective response plans
* Develops schedules and materials and facilitates Business Continuity training/awareness activities to ensure that business continuity teams are trained and proficient in implementing the business continuity plans
* Develops system expertise with the BC Planning software and executes ongoing updates to ensure system accuracy
* Assists in continuity plan review and makes updates to ensure they are accurate with ongoing business changes
* Performs on-call monitoring of national events

## Qualifications for business continuity consultant

* Bachelor’s degree and/or equivalent experience required, advanced degree is desirable
* Professional certification in business continuity or the ability to obtain within one year
* Ability to translate high level strategic goals into an executable plan
* Program/project management and associated governance experience
* Ability to establish and grow strong relationships across the enterprise at all levels
* Ability to demonstrate good sound judgment