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# Example of Business Continuity Consultant Job Description

Our innovative and growing company is searching for experienced candidates for the position of 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

* Consult with lines of business on business continuity processes and capabilities in order to properly assess a vendor’s recovery strategies and determine vendor risk
* Plan, conduct, and evaluate Business Continuity exercises including those with vendors to test the adequacy of existing plans and strategies
* Provide consulting and strategic services to various business lines for leading, directing and implementing the organization's Business Continuity and Records Management initiatives
* Support crisis management program
* Support the back office operations, including problem-solving user requests, software upgrades and daily maintenance
* Work directly with the Enterprise Records Management Program Manager to ensure that all areas of responsibility have someone assigned responsibility for records management
* Coordinate the installation of physical provisions required to optimize the maintenance of critical core business processes and restoration of normal operations
* Serve on the regional Incident Support Team representing Corporate Continuity & Recovery Management, as required
* Provide High level crisis response support on a regional or national level, 24 hours a day, 7 days a week, as required
* Conduct viability tests for Business Unit Work Area Recovery Solutions and organizational Event Management Teams

## Qualifications for business continuity consultant

* Experience defining and implementing processes
* Prior experience with Regulators including the FDIC
* Working knowledge of deposit insurance and associated regulations
* Experience engaging external legal and consulting partners
* Five plus (5+) years relevant work experience with general industry experience in risk management
* Extensive experience in business continuity, technology recovery, disaster recovery, auditing, risk management and business analysis