



Example of Business Continuity Specialist Job Description

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Our company is looking for a business continuity specialist. 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 specialist

- Coordinate and manage actual scenario-driven DR exercise tabletop or simulated exercises with both business and technical staff
- Manage auditing of the Ireland and Emerging Markets ISMS and BCMS Management systems in alignment with business requirements
- Ensuring the effective management, monitoring and reporting of an effective Security and BCM audit program including managing external audits
- Provide Security and BCM training and support to Country level Security teams to ensure consistent standards
- Work with Regional Security and BCM Manager and country teams to ensure a consistent approach to assess Security and Business Continuity risks and the management of significant risks
- Assist country teams in the setup of their ISMS and BCMS management system
- Ensure ISMS documentation for the Security Management systems remains up to date and appropriate for the business needs
- Collect and review Security and Business Continuity KPI's from the country management and provide appropriate reports
- Supporting the production and progressing of Security and BCM improvement plans throughout the Ireland and Emerging Markets region to support continual improvement
- Support ISMS and BCMS implementation plans

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- Home support and offsite meeting support will be required from time to time
 - Thorough knowledge and understanding of current disaster recovery planning techniques and technologies methods used in performing risk and business impact analyses
 - Post-Secondary Degree in Business, Emergency Management, Risk or a related field
 - Preference will be given to students who have a Masters in Emergency Management Certificate or have graduated from a similar college or university program
 - Bachelor's degree in Computer Science, Business Administration, or equivalent experience
 - Good knowledge and understanding of current disaster recovery planning techniques and technologies methods used in performing risk and business impact analyses