



## Example of Business Continuity Specialist Job Description

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

- Assist the country management in the event of a major security breach or crisis situation, ensuring effective investigation has been carried out
- Collect and where necessary calculate Security and Business Continuity Statistics for the Management Review
- Work with process owners to continuously improve process and procedure
- Review contractor performance on sites and arrange meetings with contractor management where there are Security issues
- Perform design reviews on construction projects working with Project Managers to ensure areas of poor Security Standards are addressed
- Liaise with the Global and Ireland and Emerging Markets Security and Business Continuity teams regarding any process improvement initiatives
- Roll out changes to the ISMS and BCMS standards in Ireland and Emerging Markets region
- Attend Compliance Meetings with the local country compliance teams on a regular basis to discuss issues and trends
- Assist Country management to ensure all Security and Business Continuity issues are consistently recorded, adequately investigated and reviewed to prevent reoccurrence
- Provide value-added BCM advisory support to BUs/SUs

- Problem analysis and resolutions
- Strong MS Office (PowerPoint, Excel, Word, SharePoint ) skills
- Identify potential planning gaps using data and develop effective group BCP recovery and response strategies
- Co-ordinate and conduct organization-wide BCP exercises to integrate and validate the effectiveness of business units' incident response and recovery capabilities, focusing on simulating worst-case scenarios having enterprise-wide impact
- Plan and execute other BCM initiatives
- Maintain operational readiness of the Crisis Management Command Centre and conduct regular simulation exercises to validate the level of readiness