



Example of Business Continuity Specialist Job Description

Powered by www.VelvetJobs.com

Our company is hiring for a business continuity specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for business continuity specialist

- Develop and implement specific Group-wide BCM initiatives to raise the overall business continuity readiness of the Bank
- Execute BCP exercise programs to validate plans and readiness
- Provide value-added advisory services and training to Business Continuity Personnel for effective business continuity planning
- Execute RHPS' BC/DR strategy leveraging existing efforts and best practices
- Maintain BC/DR policies, plans and procedures
- Update/maintain impact analyses to assess internal and external threats and the risk they pose to the business
- Recommend mitigation strategies to reduce or eliminate identified risks
- Coordinate the activities amongst various BC/DR work streams
- Coordinate BC/DR testing program and actively participate in testing scenarios
- Initiate and coordinate training and awareness programs

Qualifications for business continuity specialist

- Experience with data analytics, especially in a banking environment
- Adaptability/Flexibility to respond to changes and incidents
- Drive and passion to take on new challenges and innovative ways to transform BCM

- Bachelor's degree from an accredited college or university or 5 years' experience in business continuity, incident response / emergency management, or process management in lieu of a degree