



Example of Business Continuity Specialist Job Description

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Our company is growing rapidly and is looking to fill the role of business continuity specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for business continuity specialist

- Ensure the functioning of back-up contingency centre(s)
- Assess risks to business operations and design potential mitigation strategies
- Analyse the impact on, and risk to, essential business functions to identify acceptable recovery time periods and resource requirements
- Develop natural and manmade disaster recovery plans and templates for global physical locations with critical assets and people
- Develop an ongoing testing protocol to validate contingency plans and enhance mitigation strategies
- Maintain and enhance back-up contingency centre capabilities
- Serve as member of the Group crisis response team
- Participate in 24/7 duty officer rotation programme
- Working with senior product directors to define exercise scenarios
- Ensure all NGA operational sites receive timely and current information, notices, updates

Qualifications for business continuity specialist

- Minimum of six years experience in business continuity and/or disaster recovery, ten years is preferred
- At least five years of experience writing documentation for business continuity and disaster recovery
- Broad understanding and knowledge of hardware and software technologies

- Audit, Compliance, and Certification knowledge including HITRUST Common Security Framework and other areas preferred
- Ability to travel to company and test locations