Model job description

# Business Continuity Manager

## Scope, purpose and nature of role

Business Continuity Manager (BCM) is a senior role providing guidance and leadership on the identification and protection of various elements or aspects of the organization (*e.g*. people, processes, activities, IT systems, suppliers, customers, advisors and other business partners and stakeholders) that must be maintained to achieve strategic objectives despite serious incidents and disasters. The primary aim is to provide assurance that unacceptable risks to critical business activities have been adequately mitigated. The BCM is accountable for ensuring that suitable business continuity arrangements are made by relevant parties, but is not expected to make all the business continuity arrangements personally. In conjunction with other professionals (*e.g*. Risk, Information Security, Facilities, Public Relations) and business managers, the BCM determines, documents and gains agreement on business continuity and resilient strategies and policies, ensures that they are duly implemented, and leads exercises and tests to gain assurance that the business continuity arrangements will in fact operate as anticipated under adverse conditions.

## Distinguishing characteristics of the ideal candidate

* A strategic thinker with a firm grasp of the strategic aspects of business continuity in relation to other business strategies, pressures, activities and constraints;
* An inspirational leader, able to drive, motivate and persuade other people to take their business continuity responsibilities seriously and fulfill them both willingly and adequately;
* ‘Solid as a rock’: works coolly, calmly and rationally under the extremely stressful conditions typical of serious incidents, crises and disasters;
* A competent professional with an appreciation of the need to balance preventive, detective and corrective actions (*e.g*. where appropriate using resilience engineering to keep critical processes and systems running normally despite incidents that would otherwise disrupt them).

## Relevant qualifications, skills and experience

The following qualifications and experience are considered relevant and desirable for this role:

* **Business continuity management:** qualifications from the Business Continuity Institute or DRI International are essential;
* **Information security and risk management:** some exposure and ideally professional experience in information security and risk management will be helpful;
* **General:** at least 15 years’ employment record post school/academic studies including at least 7 years in management approaching senior management levels.

Candidates must be willing to undergo background checks to verify their identity, character, qualifications, skills and experience.