
Job Description - Business Continuity Planner

Provides professional, specialized skills, including business continuity planning, project management and problem analysis and resolution.

Participates in major project assignments to:

- Assist business partners in resolving business issues related to work area (business function) recovery planning and recovery plan development / enhancements.
- Capitalize on business opportunities to refine production processes to mitigate exposure during disruptions of service, and, possibly, improve day-to-day operations.

Facilitates and coordinates the development of work area (business function) business continuity plans for all Consumer & Commercial business units.

Responsibilities include, but are not limited to, the following:

- Assist business units with:
 - Assessment of potential business impact.
 - Definition of critical, time-sensitive functions.
 - Design, development, and documentation of work area (business function) business continuity plans.
- Recommend recovery strategies and options, and assist with the implementation of recovery solutions.
- Coordinate business continuity plan exercises.
- Develop schedules for training / awareness for business partner associates.
- Coordinate development of business unit schedules for annual business continuity documentation maintenance and update, exercises, and independent review and validation.
- Report the business continuity status of business units to senior management.
- Provide expertise and support to management and business functional areas, as requested, when a business disruption occurs.

Qualifications include:

- 2 - 3 years experience in banking, business continuity, or related fields.
- Strong analytical, organizational, and decision-making skills.
- Strong verbal/written communications. Must be able to interface and coordinate work efficiently and effectively with business partners in remote locations.
- Strong administrative skills, with effectiveness in developing tasks and managing resources to achieve target dates.
- Must be a leader and a productive team player.
- Strong PC skills (Microsoft Office, Word, Excel, Powerpoint, Lotus Notes)
- Travel and off-hour on-call support required.