

## **Business Continuity Services Group**

The Business Continuity Services Group is chartered with providing the alternate facility, core computing systems equipment and support necessary to effect business continuance in the event of a disaster or some other emergency situation which would preclude normal operations at one of X Company's primary processing site(s). The focus is on providing a comprehensive ability to recover systems and operations with minimal operating risk, positioning X CO. for future changes in geography, products and technology while minimizing expenses.

The group is also responsible for the development of and compliance with corporate guidelines for X Company's business contingency planning efforts. These responsibilities encompass all operational, trading floor and non-trading floor entities of X Company. The group is to assure, in the event of a business interruption disrupting normal business processes or warranting relocation of any business unit, that the proper planning and testing have been accomplished to facilitate a timely restoration of business operations or relocation to an adequate alternate facility.

The Business Continuity Services Group is composed of three separate yet integrated functions designed to accomplish contingency planning goals on a firm-wide basis: Data Center Recovery, Trading Floor Recovery and Business Recovery.

### **Position Description – Business Recovery Services Manager**

The manager will provide leadership in coordinating, assessing, developing & communicating recovery environment requirements and contingency plans associated with X COMPANY's Business Units to protect the firm in the event that facilities or technology resources are unavailable due to an unforeseen disruption. Provide very complex project leadership between the technology groups and other X CO. business units, emphasizing regular, direct communication with application support management.

This position will provide the applicant an opportunity to manage the team responsible for planning and implementation of the Business Unit contingency plans to provide for manual/off-line procedure development designed to mitigate firm risk associated with complete or partial failure of facilities, technology systems or applications related to an unforeseen disruption.

With minimal supervision, coordinate & facilitate all business continuity planning activities. The person who fills this position is expected to interact with the critical business units & support groups for the purpose of planning, directing, controlling and maintaining the contingency planning effort. A strong business continuity background is a necessary requirement. This background will enable the applicant to be more effective in a management role. It will enable the candidate to bring to bear the necessary knowledge to interact with the various business units to facilitate their plan development. The candidate would be the primary interface to the BCP Project Office, Disaster Recovery and Trading Floor Recovery functions.

### **Responsibilities**

- Assume management responsibility for Business Contingency planning efforts with a major focus assuring adequacy of business unit contingency plans for critical business areas, functions & applications to maintain continued operations, asset protection and loss mitigation in the event of a disruption, coordinating activities of technology resources with other X CO. business units & development groups, as required.
- Work with business unit management to enhance contingency plans mitigating the effect of a technology system or application failure or problem. Key objectives are that business units can continue to manage the firm's assets, satisfy our regulatory obligations and maintain our presence in the market place.
- Provide direct communications between the BCP Project Office, X CO. Information Technology Operations, Technology Architecture & Engineering and Systems Application Programming Management. Participate in appropriate business unit and development planning meetings and activities. Facilitate timely identification, escalation, resolution and follow-up for all outstanding issues.
- Assist the department in enhancing, formalizing and standardizing the business continuity planning process, including forecasting and tracking mechanisms, across all business units, to facilitate timely accommodation of future X CO. recovery requirements & opportunities.
- Assume leadership role in developing, coordinating and maintaining comprehensive business contingency plans and validation methodology, to ensure the firm's ability to recover, in the event of an unforeseen disruption to facilities, technology systems or applications.
- Perform all departmental administrative activities including staff meeting attendance, monthly status reporting, budgeting, strategic planning, expense processing, documentation and other activities, as assigned, in a timely fashion.