

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 - Trading Floor Recovery Services – Sr. Analyst

Provide leadership in coordinating, assessing & communicating recovery environment requirements associated with X Company Trading Floor Business Unit current, in plan & new activities, to appropriate technology groups, resulting in recommendations to enable timely, effective decisions regarding hardware/software recovery planning. Provide very complex project leadership between the technology groups and other X CO. business units, emphasizing regular, direct communication with Trading Floor Business Unit, Application and Technology Management and Support personnel.

The candidate will provide project management leadership in coordinating, assessing & communicating recovery environment requirements associated with X Company Trading Floor Business Unit(s) current, in plan & new activities, to appropriate technology groups, resulting in recommendations to enable timely, effective decisions regarding hardware/software recovery planning. Provide very complex project leadership between the technology groups and other X CO. business units, emphasizing regular, direct communication with Trading Floor Business Unit Planning & Systems Programming Management. The candidate will have the opportunity to interface with senior Trading Floor business management.

Under minimal direction, coordinate & facilitate trading floor business continuity activities. Specific trading floor (Fixed Income, Equities, Munis, Commodities and/or Derivatives) experience and knowledge is a requirement. The candidate will be expected to interact with the various application, distributed system & mainframe support groups for the purpose of planning, directing, controlling and enhancing the Trading Floor Disaster Recovery Process & Plans. The candidate will act as the primary interface to the Business Unit Recovery and Data Center Recovery Groups.

Responsibilities

- Assume high level project management responsibility for the assigned trading floor business units(s) with a major focus on achieving all financial estimates, assuring adequacy of end-state production recovery environments, meeting all strategic planning deliverables, coordinating activities of technology resources with other X CO. business units & development groups, as required.
- Lead in performing recovery capacity planning coordination with X CO. technology groups in support of specific trading floor business unit current, in plan & new initiatives, with a major focus on proactively assuring an adequate recovery network and processing environment, as well as, accurate, predictive budgeting.
- Provide direct communications conduit between X CO. trading floor business, planning & technology management & support personnel. 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 X CO. trading floor testing program, to ensure the firm's ability to recover, in the event of a disaster.
- 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.
- Travel flexibility may be required.

Skills/Qualifications

- Leadership and supervision skills, capable of performing complex scheduling, control, planning and influencing with minimal supervision. Ability to work with people both individually and in groups.
- Understanding of Securities Industry, Fixed Income and/or Equities trading business activities, processes and policies.
- Advanced project management capability with strong analytical and independent reasoning abilities. (Microsoft Project Software or equivalent)
- Advanced verbal and written communications skills, with the ability to emphasize a desire to provide high quality, customer service. (Microsoft Word, Power point or Lotus AmiPro, Freelance)
- Strong financial skills with the ability to develop precise, thorough cost - benefit analysis, in addition to, general accounting proficiency. (Microsoft Excel or Lotus 123)
- Operational knowledge of personal computing, distributed, midrange and/or mainframe platforms. Understanding of LAN/WAN network system inter connectivity a plus.
- Knowledge regarding systems development life cycle, data center operations, trading floor business unit & firm processes, would be beneficial.
- 7+ Years Business Continuity, Data Processing, Trading Floor or equivalent experience.