



JOB TITLE:	Group Business Continuity Manager
REPORTING TO:	SHEQ Director
DIRECT REPORTS:	None
JOB LOCATION:	Woolpit
JOB PURPOSE:	Plan, build, run and manage BUUK's BCM programme and operational risk management framework, including: <ul style="list-style-type: none">• Risk assessment framework• Business impact analysis framework• Recovery strategy framework• Plan templates• Exercising and testing framework and schedule• Training and awareness framework and methods• Program improvement framework

Responsibilities

- Ensuring that BUUK Group has a robust business continuity process and plans in place to ensure that the business is prepared to respond to incidents and events to enable the continuation of critical activities and services.
- Ensure that all strategic BCM risk assessments are maintained and always current.
- Responsible for reviewing and updating the Business Impact Analysis for all business locations with relevant Managers ensuring that all risks and hazards are taken into account when determining what continuity plans and arrangements.
- Assist Departmental Managers with the development and maintenance of Departmental Action Plans (DEAPS) which detail the measures to be taken in respect of their function/process to ensure business continuity.
- Work with Senior Managers to develop and maintain Recovery Plans to address those incident scenarios considered most likely to occur and coordinate a programme to ensure that these recovery plans are fully proven through testing and exercising.
- Coordinate contracts with our external Business Recovery Centre providers ensuring that internal and external facilities are in a constant state of readiness and are thoroughly tested in accordance with an agreed programme.
- Develop and maintain a clear communication plan to ensure the success of the business continuity management process.
- Play a key role in the coordination/management of any such incidents or events that necessitate the execution of a business continuity plan.
- Take every opportunity to benchmark and learn from best practice and share key information to ensure that our business continuity management approach is continuously developed and improved.
- Establishing a Business Continuity Governance Forum to ensure relevant teams are consulted on decisions affecting Business Continuity Planning and/or Disaster Recovery.
- Management and development of the Business Continuity Management System and staff training on the use of the system.

- Coordinate and lead Business Continuity and Disaster Recovery testing, including planning, scheduling of resources, business communications, and reporting. Ensure that key outputs from testing is recorded and that all follow-up activities are completed in an agreed timescale.
- Preparing, testing and socialising Incident Response Plans (IRPs). Working with IT, Communications and other business stakeholders to ensure adequacy.
- Maintain a roadmap of BCP activities and improvements across BUUK.
- Ensure battle boxes of equipment are established and maintained as appropriate for use in the event of a BCP / DR / IRP situation.
- Educate staff on BCP scenarios.
- Audit Departments to ensure robust processes and controls are in place to support BCP. Include arrangements for returning to business-as-usual.
- Coordinate and facilitate successful external business continuity audits.
- Maintain the BUUK risk register.
- Any other duties as required by the SHEQ Director.

Person Specification

Criteria	Essential	Desirable
QUALIFICATIONS	A degree in a relevant subject area, or equivalent demonstrable knowledge and experience.	Membership of a relevant professional body, such as the Business Continuity Institute (BCI) or International Institute of Risk and Safety Management (IIRSM)
EXPERIENCE/ KNOWLEDGE	<p>Business process knowledge with an understanding of risks and controls.</p> <p>Demonstrable knowledge and experience of leading BCM, IT disaster recovery, crisis management, risk and contingency management strategies and solutions within a large/complex organisation.</p> <p>Broad knowledge of safety, physical security, evacuation planning and other emergency management operations.</p> <p>Strong leadership and organisational skills, including project management, influencing and relationship building, together with conflict management and resolution.</p> <p>The ability to identify and prioritise business risks and impacts and to execute appropriate responses.</p>	A thorough understanding of the strategic importance of the alignment of BCM initiatives with BUUK's essential business and IT services.
ABILITIES/SKILLS	<p>Strong prioritisation and planning skills.</p> <p>An energetic self-starter – goal/target driven.</p>	Ability to use Microsoft Office programmes or equivalent.

	<p>Highly organised, with an eye for detail.</p> <p>Flexible with an innovative approach to work.</p> <p>Well-developed interpersonal skills.</p> <p>Motivational and influencing skills.</p> <p>Strong analytical skills.</p> <p>Well-developed training and coaching skills.</p> <p>IT skills with Sharepoint, Microsoft Word, Excel, PowerPoint and Project to intermediate level.</p> <p>A well organised team player.</p>	
EMPLOYEE LEVEL	Middle Manager	

