

### **BUSINESS CONTINUITY LEAD – ROLE PROFILE**

- Support the strategic organisational response to, the process for business continuity and the prevention of organisational disruptive challenges. This may include: identification of own department's critical services, identifying risks which could lead to service disruption and exploring methods to overcome service disruption.
- Develop and monitor a business continuity framework for own department that enables senior managers to understand and manage threats.
- Lead on the development of business continuity arrangements for own department.
- Work closely with the Business Continuity Manager on the development of departmental business continuity plans.
- Ensure procedures are in place for the development and on-going maintenance of departmental plans and capabilities to manage an internal business disruption.
- Promote a positive organisational and divisional business continuity culture within the own department.
- Ensuring that own department has rehearsed and practiced responding to business continuity disruptions.
- Ensure information regarding developments within business continuity is submitted for dissemination throughout own department.
- Co-ordinating, facilitating and participating in business continuity exercises. Work with Business Continuity Manager to develop tabletop exercises for use within the department and in conjunction with other stakeholders.
- Identifying lessons learnt from departmental exercises and events. and implementing action plans to address gaps in Business Continuity arrangements.
- Identification of critical functions, recovery priorities and resource requirements to maintain services, ensuring plans reflect these critical functions recovery priorities.
- Ensuring the department has the appropriate equipment and recovery locations to enable it to implement Business Continuity Plans during a crisis.