



Job Description

Job Code Title: Manager Business Continuity

Division: Corporate

Department: Corporate Governance

Job Code: 883510

Reports To: Director Risk Management & Business Continuity

FLSA Status: Exempt

Location: Menomonee Falls, WI (Milwaukee)

Position Objective:

The Business Continuity Manager is responsible for developing, maintaining and testing the Company's business continuity program. The manager will support all business plan activities necessary to enable the Organization to manage a crisis event as well as meet compliance requirements for BCP planning. The position's primary goals will be to Identify, document and test business needs against the Company infrastructure and identify recovery strategies and gaps.

Primary Responsibilities

Work with all functional business areas to develop and maintain a corporate wide BCP program that addresses business recovery and emergency response management.

- Liaise with BCP Coordinators to develop effective working relationships and documented BCP plans
- Liaise with key infrastructure teams to identify gaps, set recovery time objectives and convey business needs/expectations.
- Hold business plans to Enterprise BCP goals and challenge business leaders on identification of critical functions and needs.
- Design and outline BCP goals, objectives and scope for business plans and Crisis Management

Support and assist in the development of BCP planning and goals

- Report to the Crisis Management Steering Committee Meeting and define on-going goals, objectives and initiatives
- Support the Director in aligning all BCP planning, initiatives and goals with Organizational goals and Infrastructure capabilities
- Identify and make recommendations for change and adaptation to meet the needs of the business
- Identify and make recommendations for solutions to infrastructure obstacles and business challenges

Develop and execute the maintenance and testing programs for all business plans, Websites, and other information/communication tools

- Direct and supervise plan maintenance processes and execution
- Execute on the plan as it pertains to website and communication tool requirements during a crisis
- Identify and recommend enhanced plan maintenance strategies that remain flexible to organizational growth, change and resource capabilities.
- Design and facilitate tests and exercises on the business plans and crisis management execution

Facilitate and support the execution of the plans at the time of a crisis event.

- Lead and Facilitate execution of the plan and support plan navigation for the business at the time of an event
- Support Crisis Management Committee with critical components of the plan in order that they can make critical decisions
- Provide visibility and reporting to the Crisis Management Committee on the critical functions, individuals and infrastructure within the business plans.

Required Qualifications:

- Certified Continuity Planner

Preferred Qualifications:

- Knowledge of LDRPS, Crystal Reporting a plus
- 5+ years managing business continuity within an organization
- Knowledge of technology and business concepts, life cycles and processes
- Strong verbal and written communication skills
- Self-starter with the ability to work with a great degree of autonomy

Special Requirements:

- Ability to work nights and weekends during a crisis event.
- Ability to travel – 20%

This document describes general information about the position however should not be considered as comprehensive. Our company reserves the right to modify job duties or descriptions at any time. This document is not an employment contract.

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