



Job Vacancy

Sr. Business Continuity Consultant

www.proxc.co.uk

1. Job Summary

This is an exciting opportunity for a motivated business professional with a strong interest in business continuity and related disciplines to join our dynamic consulting team. This role will provide day to day exposure to a diverse range of clients and industries in a progressive, challenging and supportive environment.

As a senior business continuity consultant you will manage a diverse portfolio of clients and play a leadership role in the development of the Business Continuity business unit. This is a key role with tremendous scope to make a real impact during an exciting expansion phase of the business.

Join a leading risk management consultancy providing premium, end-to-end business continuity, crisis management and enterprise risk solutions to a diverse client base, in a rapidly growing market segment.

2. Job description

Operational requirements:

- Develop, manage and maintain full portfolio of Business Continuity clients.
- Business Continuity & Crisis management reviews and audits.
- Conducting Business Impact Analysis and Risk Assessments
- Development of Business Continuity and Crisis Management plans
- Development of integrated Business Continuity frameworks & strategies
- Disaster Recovery project Management
- Development of impact assessment tools and implementation of strategies and plans
- Facilitation and coordination of full scale scenario testing programs
- Coordination of maintenance programs
- Provision of general risk management & business continuity advice and assistance
- Development of risk management frameworks and systems
- Development and delivery of Business Continuity training programs
- Development and delivery of Crisis Management training programs
- Facilitation of risk management workshops
- Work with the business development manager and direct sales admin support staff in the development of prospect proposals and prospect engagement throughout the sales and the presales processes

General management requirements:

- People management - managing and mentoring junior consultants & facilitating workgroups
- Financial management – management of business unit budgets
- Strategic management – plan and implement strategic business unit initiatives in line with PROXC's overall strategic objectives
- Business development – plan and implement growth strategies to increase revenue opportunities.

3. Required Profile

The successful candidate should have:

- Proven practical business and management experience
- Experience in Business Continuity and related risk management disciplines desirable
- Strong interpersonal skills and the ability to build strong relationships with clients and peers
- Business development capabilities
- Financial management capabilities
- Strategic management experience
- Ability to learn new concepts quickly
- Exceptional project management, time management and organizational skills
- Highly professional and presentable
- Having a proactive, client focus approach
- Strong advisory, negotiating and influencing skills
- Fine-tuned verbal and written communication skills
- The ability to work both independently and as part of a team
- Demonstrated supervisory skills and ability to manage staff
- An energetic 'can do' attitude
- Autonomous, self-motivated and high levels of initiative
- CBCP, CISA, CISM Certificate is a plus

4. Position details

Contract:

Full time, initial annual contract

Training and support:

Extended induction period, on the job training and continual mentoring provided.
Relevant external courses available once established in role

Reporting to:

Business Continuity Principal Consultant

Review structure:

Quarterly performance appraisals

Remuneration:

Based on skills and experience of applicant

Career progression:

Principal Consultant.

Position available from:

March 2014

5. Contact Information

Corporate office address

PROXC Consulting

48 Charles Street, Mayfair

London, W1J 5EN

United Kingdom

Tel: (+44) 2079-984-885

Fax: (+44) 8703-143-763

career@proxco.co.uk