**Program Manager - Business Continuity Manager**

The Ohio State University

Columbus, Ohio

The Business Continuity Manager (“BCM”) will report to the Associate Director of Risk and Insurance, within the Risk Management team in the Office of Business and Finance and will manage staff responsible for building, maintaining and enhancing Business Continuity Plans. This position will design, manage and direct the Business Continuity Program (“BCP”) for the University. The BCM will act as a representative of the program to senior University leadership and as a subject matter expert for best practices in Business Continuity Planning. The BCM will create, develop and implement policies and procedures related to Business Continuity Management and coordinate and integrate Business Continuity Planning strategies with related disciplines, including disaster recovery, emergency response and crisis management.

**The key responsibilities of the role are as follows:**

* Works with various departments enterprise-wide to develop and maintain up-to-date Business Continuity Plans using a risk-based approach
* Motivates participants and shepherds units and staff through the entire planning life cycle
* Partners with stakeholders such as Cyber Security, Data Privacy, Disaster Recovery, and Public Safety to ensure appropriate integration of preparedness efforts across the University
* Keeps current with business continuity industry standards, best practices and emerging trends
* Assumes a leadership role in understanding dependencies throughout the University and incorporates them into Business Continuity Plans
* Communicates with senior executives on plan status including significant enhancements or issues that could impact continuity planning
* Works with respective departments across the University to ensure effective understanding of Business Continuity Plans
* Implements general Business Continuity Planning education and messaging to enhance awareness and commitment across the University
* Chairs the Business Continuity Planning Steering Team comprised of senior leaders from across the University to provide oversight and support of Business Continuity Planning
* Responds to disruptions requiring Business Continuity Plan activation and supports affected University functions

**Required:** Master’s degree in an appropriate field or equivalent combination of education and experience; experience in program planning and administration; six years of progressive experience in business continuity and risk management, with at least two years managing a business continuity program; 5-8 years of relevant experience in managing more complex projects; understanding of crisis operations, risk management and crisis communication; extensive experience in conducting tabletop and functional exercises across business functions; ability to work effectively with all levels of personnel across the University; proven ability to communicate clearly and appropriately based on audience with excellent facilitation and customer service skills; excellent written and verbal communications, critical thinking skills, effective interpersonal skills, and strong formal presentation abilities; ability to be flexible and work effectively with ambiguity and change; demonstrated ability to influence/persuade stakeholders.

**Desired:** Certified Business Continuity Professional (CBCP); experience successfully working within a higher education, State, or Federal government environment; An understanding of local, state and federal policies and regulations pertaining to Business Continuity Management; Experience managing a diverse workload and multiple simultaneous projects; Ability to evolve and stay current in knowledge of technology and industry Business Continuity Management areas; Self-starter, motivated, disciplined, and diplomatic professional with high energy and a strong work ethic.

If interested, please apply at <https://osujoblinks.com/bbrk>

The Ohio State University is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or gender identity, national origin, disability status, or protected veteran status.