

Job Description Disaster Recovery Manager

1. General Information

Role Title:	<i>Disaster Recovery Manager</i>
Division:	
Reporting To:	IT Security and Governance Lead
Position Number:	

2. Context

Shared Services (SS) is a provider of technology and business consulting services to Company X departments.

SS offers a portfolio of services that are available to all participating Company X departments and provide enhanced value for money from economies of scale together with uniform processes and technical architecture. It aims to adopt “best practice” in terms of business processes and governance as the foundation for enabling a strong customer and service oriented culture.

3. Overview

The role

SS wishes to employ a IT Disaster Recovery Manager within the IT Security and Governance Group. This appointment is responsible to develop, plan and implement IT Disaster Recovery plans for the SS and the four Department's ICT infrastructure. The role will also be responsible for managing any project work resulting from the development of the IT Disaster Recovery Plan.

The person

The successful applicant for this role will be a highly motivated individual who can work according to SS policies and procedures in an autonomous manner. They will be able to communicate appropriately to all levels of management within the SS and with government departments.

4. Key Accountabilities

1. Develop Disaster Recovery plans, policies, procedures and service offering.
2. Maintain and update the Disaster Recovery Plans as needed.
3. Manage customer DR declaration as well as scheduled customer DR Tests both simulated and actual. Manage multiple DR Declarations and DR Test.
4. Work cross-functionally to accomplish overall objectives by engaging resources from different departments including: IT Operations, system administrators, consultants, partners, technical support, etc.
5. Develop and maintain the documentation to support IT Disaster Recovery.
6. Develop and maintain the IT Disaster Recovery Plans to ensure that the recovery objectives agreed with the business can be achieved.
7. Educate all IT Service Delivery areas to ensure they are familiar with the IT Disaster Recovery processes, and are prepared and able to respond to an IT Disaster.
8. Ensure that learning's from the IT Disaster Recovery tests are incorporated into the plans and documentation.
9. Manage projects to advance the Disaster Recovery capability
10. Liaise with the appropriate customer business groups to ensure that the business understands the relationships between Business Continuity Planning and IT Disaster Recovery.
11. Undertake regular reviews of the Continuity plans with the business representatives to ensure that they accurately reflect the business requirements for recovery of services.