

Job Title	IT Disaster Recovery Manager
Department	IT
Reports to	Head of Strategy & Architecture
Grade	6
Purpose & Overview	<p>As the Disaster Recovery Manager, you will be responsible for managing the IT Disaster Recovery Framework (ITDR) including developing strategies, policies and plans to support the business needs. This role will take responsibility for Disaster Recovery exercises and need to understand the critical asset list of IT services, applications, and suppliers. Within this role you will work closely with various stakeholders including but not limited to project and business stakeholders, Business Continuity Management and suppliers to enhance the efficiency and success of the ITDR Framework.</p>
Key Accountabilities	<p>As the Disaster Recovery Manager your main duties will include:</p> <ul style="list-style-type: none"> • Manage and maintain the overall IT Disaster Recovery Framework (ITDR); • Responsible for reviewing the outcomes of Business Impact Analysis (BIA) and aligning the Disaster Recovery framework, strategy and plans to support business need. • Responsible for planning, setup, rollout, testing and maintenance of the IT Business Continuity and Disaster Recovery policy and plans. • Maintain a failure scenario document describing the possible failure scenarios/events to be included in the response plans as part of the ITDR framework. • Develop effective strategies to respond to IT and operational service disruption in the event of a significant incident or disaster. • Responsible for reviewing and maintaining the Disaster Recovery strategies. • Responsible for scheduling and leading all Disaster Recovery exercises, ensuring integrity of disaster recovery procedures throughout. • Responsible for maintaining the critical asset list of IT services, applications, and suppliers (including owners). • Responsible for consulting with owners and support teams to define, develop, coordinate, and manage disaster recovery plans. • Work with the Business Continuity Management (BCM) Governance Group and project stakeholders on a continual basis to test core IT systems and services and review ITDR policy and guideline(s). • Responsible for preparing and communicating ITDR KPIs. • Responsible for identifying IT business continuity risks, potential impact, likelihood and identifying the mitigation for these risks. • Responsible for building and maintaining strong positive working relationships with colleagues across IT, business

	<p>stakeholders and suppliers to ensure effective and efficient ways of working.</p>
Technical Know-How & Skills	<p>As a Disaster Recovery Manager, you will have:</p> <p>Essential</p> <ul style="list-style-type: none"> • Experience covering Business Continuity and Disaster Recovery processes and standards. • Experience working with ISO22301. • Expertise in Disaster Recovery planning and execution. <p>Key Attributes</p> <ul style="list-style-type: none"> • Interpersonal skills and experience developing effective relationships with key stakeholders. • Excellent written and oral communication skills, including the articulation of technical elements for business representatives. Able to communicate at all levels within a complex organisation, specifically with a range of stakeholders. • Demonstrate experience of complex problem solving, making recommendations, and taking into consideration variables to achieve the desired outcomes. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working in a large and complex Utilities organisation.
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Degree in IT, Computer Science, Engineering, Information Security or equivalent. <p>Desirable</p> <ul style="list-style-type: none"> • Membership/Certification of a body such as the Business Continuity Institute (BCI) or Disaster Recovery Institute International (DRII).