

# Business Continuity Manager

## Governance Directorate

This appointment is full-time but part-time (no less than 0.6 FTE) considered, permanent and starts on 1 August 2008  
Grade 7 – £34,793 to £42,791 per annum

**We are seeking a Business Continuity Manager to lead and foster a culture of understanding and compliance with major incident planning and business continuity management across all areas of our activities.**

You will champion business continuity as a high-profile management activity, work effectively with stakeholders within and beyond the University, ensure adherence to national standards, and promote best practice.

You will have:

- a first degree or equivalent experience, an emergency planning or business continuity qualification will be an advantage
- excellent IT, presentation and prioritisation abilities together with proven negotiation, influencing and persuasion skills
- a record of managing complex projects and of delivering them to required deadlines
- a thorough understanding of BS25999
- a minimum of 2 years' experience in a business continuity management/consultancy/emergency planning role
- a confident personality allied to a patient and understanding approach

You will have an appreciation of the Higher Education environment. Membership of a relevant professional Institute is desirable.

**Interview date: 13 June 2008**

**Closing date: 21 May 2008**

Further information and application forms are available at [www.reading.ac.uk/jobs](http://www.reading.ac.uk/jobs), or from:  
Human Resources, University of Reading, Whiteknights,  
PO Box 217, Reading RG6 6AH,  
Telephone +44 (0)118 378 6771 (voicemail)

**Please quote reference number PM08024**

We value a diverse workforce and welcome applications from all sections of the community



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