**Business Continuity Management Specialist**

We have a clear strategy and important work in place to become Australia's bank of choice.

Our values of teamwork, integrity, performance, engagement, leadership and passion are at the core of who we are and form the expectation of the behaviours we adopt every day.

**About the Department**

The Risk and Compliance (R&C) function has responsibility for the enabling the Group to manage the risks associated with their respective area of focus in, line with the Group’s risk appetite. In that support, the R&C function will enable the success of the business by instilling a culture of risk management as a core part of how we support our customers and ensure that we have the appropriate processes and practices to meet our compliance obligations. Ultimately its success will be in delivering a risk practice that is embedded into how we engage with our customers.

**About the Role**

As part of the Risk & Compliance Services team, based at any of our head office locations, this permanent, full time **Business Continuity Management** **Specialist** reports to the **Head of Risk & Compliance Services** and is responsible for assisting business units to implement, maintain and test business continuity plans focussing on critical business functions.

Key accountabilities include:

* Engage with business units across the Group to conduct Business Impact Analysis (BIA) workshops to identify critical business processes, timeframes and dependencies.
* Complete Business Continuity Plan (BCP) activities and with your subject matter expertise add value with a continuous improvement approach, curiosity and drive to support the business objectives.

**About you**

To be successful in the role you will have:

* Demonstrated business continuity knowledge & experience including understanding of the Business Continuity Lifecycle, BIA, BCP and BCM or alternatively operational experience in the financial services industry
* Understanding of requirements under CPS 232
* Knowledge and experience using risk management frameworks
* Strong verbal and written communication skills with demonstrated ability to build relationships with all levels of the business
* Well-developed report writing and presentation skills using MS Office suite of products including Word, Excel and Powerpoint.
* Methodical approach with high attention to detail
* Excellent organisational and time management skills with the ability to deliver on projects

**What we offer**

* As part of a national organisation we can offer exciting opportunities within the broader Bendigo and Adelaide Bank Group
* Competitive remuneration package
* A range of staff benefits including discounts on bank products and services, share offers, flexible work options, paid parental leave and purchased leave options, excellent learning and development programs

**How to apply**

If you are interested in this opportunity, please apply online with your CV and cover letter.

***Position Description:***

For a confidential discussion about what this opportunity can mean for you, please contact Crystal McNabb on [crystal.mcnabb@bendigoadelaide.com.au](mailto:crystal.mcnabb@bendigoadelaide.com.au)

**Please note shortlisting and interviews may take place prior to the advertised close date, so don't delay: apply now!**

All internal candidates are required to notify their leader when applying for a new career opportunity and will be asked to acknowledge they have done so upon submission of their application. Please contact the Recruitment Advisor managing this vacancy for a confidential discussion if there are any concerns meeting this requirement during the application process.

*At Bendigo and Adelaide Bank we believe a diverse workforce supported by an inclusive culture is central to our success and we actively encourage applications from those who bring diversity of thought to our business. We support candidate requests for adjustment to accommodate an illness, injury or disability to equitably participate in the selection process.*