

## **Job Description**

**POSITION TITLE:** Business Continuity Manager  
**DIVISION:** Putnam Investments  
**REPORTS TO (Position Title):** Head of General Services  
**DATE:** 2014

<b>For HR Use Only</b>	
<b>Job Code:</b>	
<b>Grade:</b>	
<b>FLSA:</b>	Exempt

### **SUMMARY DESCRIPTION:**

Responsible for the management of Putnam's Business Continuity lifecycle, including assessment, communication, documentation and testing across the enterprise. Candidate must possess strong detail orientation and exceptional communication skills as well as documentation and planning expertise. Must provide highly complex project leadership amongst the technology groups and operational business units emphasizing regular communication with regard to recovery/continuity efforts. Lead in the continuity capacity planning coordination through consistent interface with senior management. In addition to managing the business continuity program, this position will be responsible for the oversight of Putnam's security programs, policy development and communication. Responsibilities include vendor selection and day to day management. This position will be responsible for managing budgets associated with continuity planning and security. The ability to develop strong interpersonal relationships across the enterprise is critical.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

	<b>% Time</b>
1. Assume high level project management responsibility with focus on assuring accuracy of the end product Business Recovery plans. Establish and maintain a quarterly recurring review cycle for each business unit to update their plans. Prepare internal plan reviews annually as well.	20%
2. Must be able to meet and complete all strategic planning deliverables. Candidate must provide direct communication between the technology, facility and operation groups across the enterprise. Responsible for the development and maintenance of BCP documents to be utilized and established as the Putnam standard. Candidate must be able to understand and implement all regulatory and audit requirements and be proficient at communicating this information to the business units to minimize planning and testing issues.	20%
3. Assist all departments/business units in forecasting, tracking and testing to ensure plan content is accurate, effective and able to support an efficient recovery when needed. Must establish and manage relationships with the business units, developing contact lists and being responsible for their maintenance and updating on a cyclical basis.	20%
4. Must be responsible for the implementation, training and maintenance of a Business Continuity Management Software to support the Putnam enterprise. This candidate will serve as the key administrator of this system, working with the selected vendor, ISD, and the business, to provide a streamlined and automated methodology for producing, maintaining and updating plans and supportive documentation for Business Continuity. Candidate must be responsible for the vendor search and analysis process. Candidate will be responsible for the preparation and creation of BRD and RFP documentation as required by the business.	20%
5. Perform administrative functions, such as attending departmental/business unit staff meetings, create monthly status reporting, prepare budget and expense analysis as well as other activities as assigned in a timely manner. The ability to streamline information provided to the business units is essential.	15%
6. Travel is necessary, 7 X 24 contact is essential.	5%
	100%

*The preceding Position Description has been designed to indicate the general nature and level of work performed by employees within*

*this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.*

Job Title: Business Continuity Analyst

**MINIMUM EDUCATIONAL REQUIREMENTS:**

- High School Diploma or GED
- Associate or Technical Degree:
- Bachelor Degree: Preferred
- Masters:
- Doctorate:
- Certificates/Licenses:  
DRII Certification Preferred

**MINIMUM PRIOR RELATED WORK EXPERIENCE TYPICALLY REQUIRED:**

- None
- 1 to 3 years
- 8 to 10 years
- Less than 6 Months
- 3 to 5 years
- 10 to 15 years
- 6 Months to 1 Year
- 5 to 8 years
- 15 years or more

**ESSENTIAL SKILLS REQUIRED**

1. Leadership and supervisory skills; capable of performing complex scheduling, planning and influencing with minimal supervision. Ability to work with people individually as well as in groups.
2. Sound understanding of the business and the implications/impact that an event could cause.
3. Candidate must develop a clear understanding of the requirements imposed by the parent company as well as all regulatory organizations. Additionally, the candidate must be able to effectively communicate these requirements to the business units in order to reduce confusion and ensure planning efficiencies.
4. Advanced project management capability with strong analytical and independent reasoning abilities.
5. Advanced verbal and written communication skills, with the ability to provide the highest quality customer service.
6. Exceptional PC skills are critical with the ability to learn new software products independently as needed. In depth database knowledge essential.
7. Ability to develop and implement Business Continuity schedules and documentation while working with the business units to draw them into the program and create a cohesive working environment.
8. Communication and relationship maintenance is a key component of this position
9. Candidate must be highly motivated and a self-initiating individual.

**ESSENTIAL ABILITIES REQUIRED:**

Strong reasoning ability, advanced computer skills, exceptional communication skills. Proficiency with minimal supervision. Requires an ability to deal with people at various levels of management. Must be capable of planning and facilitating meetings, work precisely and possess strong problem-solving and analytical skills.

**Job Title: Business Continuity Analyst**

**AVAILABLE SKILLS SET TRAINING:**

1. Supervisory, Management and Professional Skills:
  - Client Relationship Management
  - Client Relationship Management
  - Leadership Through Influence
  
2. Job Skills:
  - DRII Certification
  
3. Business Skills:
  - Putnam's Markets and Products
  - Overview of the Investment Industry
  - Harvard Manage Mentor - Solving Business Problems

**TYPICAL CAREER OPPORTUNITIES POSSIBLE WITHIN THE ORGANIZATION:**

***Promotional***  
Business Continuity Planner  
Business Continuity Manager

***Lateral***

