

Job Description – Project Lead

GRO works with clients to develop their incident management program. It is the Project Lead's responsibility to develop and customize the program to fit the client's unique requirements. The Project Lead will be the main client contact with GRO for the duration of the project. The Project Lead will oversee and direct the activity of the Project Admin and the Project Manager.

Essential Functions

Essential functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summary of what the job classification involves and what is required to perform it. A Project Lead is responsible for all other duties as assigned:

- Act as GRO's representative and point of contact for the client
- Oversee and provide direction during all stages of the project implementation and final deliverables
- Provide direction and co-ordination of Project Manager(s), SME(s), using in-depth knowledge of EM/BIA/BCP and the structure, content, and methodology of the ATLAS Program

Knowledge, Skills & Abilities

Knowledge of:

- Experience: Practical working experience in Emergency Management and Business Continuity in both the private and public sectors, has worked at or with various command levels within Police, Fire, EMS or Emergency Management. Involvement with the development of SOP's, training programs, and policy is considered a requirement
- Education: formalized education and experience in EM, BIA, BCP is required
- Computer: skills MS Office, PM Software, email, browsers, cloud computing and apps
- Internet: skills in VOIP communication is an asset
- Social media: skilled and disciplined in email communication and an understanding of the risks and benefit regarding social media

Ability to:

- Skills: In addition to the above mentioned, the ability to communicate and conduct business with members of the public and private sectors. An understanding of the differences and consideration required when dealing with public vs private sector clients. An ability to integrate into a corporate working environment
- Ensure efficient and successful implementation of GRO/ATLAS products into the client's systems
- Develop custom program content for the client
- Co-ordinate all elements (Project Managers, SME's) to develop, modify, and integrate content and work with the client to achieve the goals and deliver the program as per the contract.
- Ensure the development and integration of content is consistent with the high standard that GRO delivers on time and on budget.
- In addition to the above mentioned, an ability to learn and apply all elements, content, and algorithms of ATLAS is essential, as well as the reasoning behind said elements
- The work is performed under the supervision of Director of Professional Services. Project Managers, SME's, and Admin Support report to Project Lead.

Minimum Qualifications

- Post Secondary Degree
- Ten years of experience in Police, Fire Services, EMS or Emergency Management
- EOC operations
- Training and facilitation experience
- Computer (MS Office, email etc.)

Please email resumes to careers@getreadyonline.com

Thank you.