

PROJECT LEADER - JOB DESCRIPTION

BACKGROUND:

Search and Rescue Association of Alberta (Search and Rescue Alberta) is a non-profit organization comprised of 35 Member Organizations with approximately 1250 unpaid professionals. As the provincial association for ground search and rescue operations, Search and Rescue Alberta's goals are to represent, advocate for, and support the volunteer search and rescue teams in Alberta through facilitation, guidance, and standards. The organization liaises regularly with the Government of Alberta, the Royal Canadian Mounted Police "K" Division, municipal police agencies, and other disaster and search and rescue organizations across a variety of disciplines. Search and Rescue Alberta is moving through an exciting phase of growth, to better serve our members, our communities, and the people who live, work, and play in Alberta.

JOB SUMMARY:

Come lead the Project Management Team at Search and Rescue Alberta, the provincial association for volunteer search and rescue within the province. Our mission is to assist search and rescue teams in their efforts to provide a superior and dedicated level of service to the people of Alberta.

We currently are currently seeking a Senior Project Leader to support, develop, and implement a new framework for volunteer ground search and rescue within Alberta which incorporates ground search and rescue's all-hazards ability to respond to emergency management incidents.

This project seeks to implement Ground Search and Rescue Standards through the adoption of the accreditation/ certification process; to develop the rigor and due diligence required within an improved structure that supports Ground Search and Rescue and protects the Ground Search and Rescue Community. You will help us enhance interagency and interjurisdictional cooperation in training and clarify/strengthen partnerships through collaboration and multi-jurisdictional exercises. A key deliverable will be the development and implementation of a Civil Emergency Response Program for Search and Rescue Alberta.

As the Project Leader, you will report directly to the Project Steering Committee Co- Chairs and will work very closely with the Search and Rescue Alberta Board of Directors, search and rescue team members and other stakeholders. The position will be responsible for a large transformation project which will streamline and standardize processes across the organization and improve volunteer experience and engagement. A proven track record of developing and maintaining key relationships with government officials of all levels, as well as experience in change management and networking are critical skills to this position.

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This is a 3 -year contract position the features flexible work hours based on project deliverables.

WHO YOU ARE:

- Resilient, transparent, a leader, and most importantly positive and team player.
- Adaptable and innovative in your approach to planning and operations.
- Highly organized with strong attention to detail.
- Able to negotiate priorities and objectives to align varying viewpoints and create a unified approach.
- Able to elicit cooperation from a wide variety of stakeholders and to build relationships across diverse groups with strong client service skills.
- Able to effectively prioritize and execute tasks in a high-pressure environment.
- Able to learn, understand and apply new technologies and business process domains.

PRIMARY DUTIES AND RESPONSIBILITIES:

Project Management

- Determine and define project scope and objectives
- Predict resources needed to reach objectives and manage resources in an effective and efficient manner
- Track project costs in order to meet budget
- Develop and manage a detailed project schedule and work plan
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
- Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables
- Utilize industry best practices, techniques, and standards throughout entire project execution
- Monitor project progress and adjust as needed
- Measure project performance to identify areas for improvement
- Communicates with all project team members to ensure consistency in Standard Operating Procedures implementation and usage of tools and processes.

Management

- Direct management of primary project resources: including the program developer and project finance personnel

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- Coaches, motivates and guides direct reports, project team members, contractors and vendors and influences them to take positive action and be accountable for their assigned work.
- Coach and coordinate advisory groups to ensure adherence to scope and project management tools, process, and methodology in place.
- Coach stakeholders to ensure adherence to scope and project management tools, process and methodology in place.

Other Duties

Please note this job description is not designed to cover or contain all individual listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

WORKING CONDITIONS:

The Project Manager will operate in an office including extended work with virtual teams. The incumbent routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and audiovisual equipment, The incumbent will work from an office and will travel frequently for meetings and stakeholder engagement within Alberta. Please note home based office options are available.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the incumbent is regularly required to do the following:

- Sitting or standing for prolonged periods of time
- Computer work which requires close vision

EDUCATIONAL QUALIFICATIONS:

The following are the recommended qualifications required to successfully perform the role of the:

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- Knowledge of search and rescue and emergency management would be asset
- University Degree or equivalent
- At least 2 years' experience as a Project Leader or Manager
- Demonstrated experience in leading and managing cross-functional teams (Information Services, software/hardware vendors and internal business/support clients)
- Experience managing virtual teams
- Strong financial management skills
- Strong leadership and collaborative working skills

Reference ID: NIF-PL-2021

Application Deadline: July 27, 2021

Job Type: Full-time, contract

Salary: \$87,000 per year

COVID-19 Considerations: COVID-19 protocols may be implemented as per provincial guidelines. Project may need to be adapted to meet COVID-19 protocols.

Education: Bachelor's degree (preferred)

Experience: Project Leadership (2-years preferred)

Willingness to travel: 50% (preferred)

Work remotely: Yes