

InRound Innovations is currently seeking a Disaster Recovery Program Manager

Contract: To be determined

Position Summary Description

Our government client has a requirement for a Disaster Recovery Program Manager to kick-off work outlined in the ***Disaster Recovery Management Program Methodology***.

The DR Program Manager will work with industry experts and internal stakeholder to help identify, develop and implement the initial stages of a disaster recovery program. The consultant will follow the steps outlined in the methodology and introduce the Disaster Recovery Management program to key stakeholders, identify any stumbling blocks, determine high level budget & resourcing requirements and conduct a high-level review of the current situation. They will report back to the Project Authority throughout the engagement.

To start, this includes tasks in order to obtain executive sponsorship and funding, and identifying the DRM manager and team members. During this phase, the consultant will also determine what structure or standards may need to be adhered to when developing recovery strategies and plans.

Project Tasks

Responsibilities could include but are not limited to:

- Develop and implement business and technology continuity plans.
- Develop technology and business continuity and disruption recovery strategies.
- Develop crisis communication planning strategies.
- Identify past and potential impact resulting from disruptions.
- Develop techniques to identify and evaluate potential disruptions.
- Develop and implement backup, replication and redundancy strategies as required.
- Develop awareness, training, and communication programs with both internal staff and other stakeholders.
- Establish coordination activities with internal and external stakeholders and establish actual and potential dependencies.
- Develop and implement monitoring activities and performance management.
- Manages the design, implementation, and communication of business continuance and disaster recovery plans and processes that ensure the security and integrity of company data, databases, information systems, and technology.
- Conducts risk analysis to identify critical operations and systems that are core to continued business operations in the event of a disruption.
- Monitors and tests the plans and back up systems.
- Manages the contracts with required vendors for off-site and other resources required for business continuation and recovery.
- Develops and deploys training, documentation, and communication of disaster procedures to the organization.
- Develops service level recovery standards and agreements with vendors. Requires a bachelor's degree of computer science.
- Ensures that project/department milestones/goals are met and adhering to approved budgets.

Required Skills:

- Strong knowledge of Disaster Recovery methodologies and experiences in disaster recovery planning
- Extensive Project Management experience in all facets of technology (unit, functional, integration, system, regression, penetration, and performance) is required
- Clear understanding of Business/Technical Requirements, Statement of Work, and Strategic Plan creation as they apply to projects
- Ability to work in a matrix environment, with minimum supervision, to facilitate and coordinate the development of a Disaster Recovery Solutions in a complex Technology and Business Environment
- Assess the Current Infrastructure Architecture and Design in the context of Availability, Reliability and Disaster Recovery from a Process & Technology perspective
- Assess the Current Application Architecture and Design in the context of Availability, Reliability and Disaster Recovery from a Process & Technology perspective
- Excellent collaboration, negotiation and influencing skills in a highly technical environment
- Experience in strategy creation and transition to execution for a large project/program

- Excellent written and verbal communication, as well as presentation skills

Security Clearance

Reliability

Language

English Essential

Location

Ottawa

Please forward your CV to Erinn Walker at erinn.walker@inround.com

About inRound?

inRound Innovations is a well-established Ottawa company specializing in Service Management, Business Consulting and IT services. We are a recognized industry leader in providing customer-centric business strategies and best practices that optimizes a company's service operations and aligns all areas of business and IT operations, improving all the business processes necessary to serve clients better.