



Making a difference...together

# Leadership Opportunity

## MANAGER, ELECTORAL AREA FIRE AND EMERGENCY PROGRAMS

### *Planning & Protective Services – Protective Services*

Competition	19/113
Status	Exempt Management
Salary Range	\$96, 050 - \$113, 000 annually (2018 rates)
Review of applications begins	4:00pm on May 31, 2019, but the position will remain open until filled.
Notes	

### **Position Purpose**

Reporting to the Senior Manager, Protective Services, the Manager of Electoral Area Fire and Emergency Programs provides direction and support to local electoral area CRD Emergency Programs and Emergency Response Services such as electoral area CRD Fire Departments and Search and Rescue teams. This role is responsible to ensure effectual plans are in place for responding to emergencies and that response agencies are operating in a safe and effective manner within their service mandates.

Additionally, the Manager of Electoral Area Fire and Emergency Programs is generally appointed by the CRD Board as the Deputy Emergency Manager.

### **Key Accountabilities / Position Outcomes**

- Develops, implements and evaluates objectives, policies and procedures and standards for Electoral Area emergency programs and response services and monitors and evaluates programs.
- Ensures that training need assessments are done and that training plans are developed for each electoral area which are consistent and coordinated with the Corporate Emergency Program and response service requirements.
- Supports local Electoral Area Emergency Program Coordinators in engaging community stakeholders in program development, in the recruitment and retention of volunteers and ensuring capacity is built at the local level.
- Assists in the budget development process by assessing electoral area needs and work plan recommendations and by working with community stakeholders on identifying community specific priorities and requirements; assists with the monitoring of expenditures and the program budget.
- Develops and maintains a communications plan for Electoral Area emergencies.
- Ensures appropriate Standard Operating Guidelines are in place and are being adhered to by volunteers and responders.
- Ensures all responding agencies are participating in CRD Records Management Systems, such as FDM RMS.
- Attends community based meetings, training or workshops as required, which may fall outside regular office hours.

### **Response Duties (As a Board delegated Deputy Emergency Manager)**

- Manages and schedules rotating emergency program coverage working with the CRD Emergency Manager and the Electoral Area Coordinators.
- Responds to calls for emergency program support in conjunction with the CRD Emergency Manager and Electoral Area Coordinators including on duty after hours coverage.
- Liaises between local programs and CRD EOC support and may be deployed to the point of need depending on the emergency situation.
- Assumes duties of the CRD Emergency Manager as delegated or required.

### **Other**

- Prepares reports as needed and maintains all documentation as required by authorizing bodies.
- Represents the CRD and its interests.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.

### **Qualifications**

- A Bachelor's degree in a relevant subject area such as emergency management, fire services, business administration and a minimum of ten (10) years' related experience with a minimum of five (5) of these years in a leadership role in the areas of:
  - development, implementation, management and evaluation of emergency programs;
  - experience and education in emergency management in a leadership capacity
  - management or leadership role in fire services, both in operations and demonstrated experience in training and SOG development, ideally in a rural, volunteer or composite department; and,
  - demonstrated experience in stakeholder engagement, team building and support to rural communities.
- Or an equivalent combination of education and experience.
- The following certifications would be an asset:
  - NFPA 1001 Level 2
  - Fire Officer Training
  - Emergency Management Certification
  - Business Continuity Management designation

### **Role-specific Knowledge, Skills & Abilities**

- Knowledge of relevant policies, procedures, strategies and best practices to promote effective emergency management operations for the protection of people, property and institutions.
- Ability to develop rapport and establish effective working relationships with a variety of stakeholders.
- Ability to lead others and proven skills in building capacity within rural communities.
- Understanding of all relevant legislation, including the Fire Services Act, Emergency Program Act and other local and provincial legislation.
- Ability to develop and maintain neighbourhood emergency programs, ESS and EOC responses.
- Ability to develop and manage budgets including providing strong financial oversight ensuring fiscal and program accountability.
- Excellent written (reports, media releases etc.) and oral/presentation communication skills.
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel), presentation (MS PowerPoint) and internet searches.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Excellent project management skills and the ability to analyze information to make recommendations.
- Must possess a valid BC Driver's License.
- Ability to react quickly and remain calm in stressful situations
- Must have the ability to be on call 24 hours a day, seven days a week, including holidays.

## Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at [www.crd.bc.ca](http://www.crd.bc.ca) under “Careers”.

**The CRD wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.**



### Appendix - Leadership Profile:

CRD Leaders are champions for creating an accountable, high performance, service oriented organization that makes a difference in our community. They pay attention to shifts and trends in an ever-changing and complex environment and think strategically to serve residents, businesses and local governments today while developing a sustainable organization for the future.

#### Leadership Summary

Leaders at this level are generally recognized as fully qualified professionals who apply their in-depth knowledge and experience and best practice in their own discipline to respond to a wide range of moderately-complex and complex problems and situations. They interpret and respond to client needs and improve products or services in their own area. Working with minimal direction, they monitor and control costs within their own work, explain difficult issues to establish consensus, and promote teamwork, potentially coaching and guiding others.

#### CRD Leadership Competencies:

*While CRD Leaders are accountable to all Leadership Competencies, the following have particular relevance to this position.*

##### Models Integrity

Inspires trust by maintaining high personal standards that align with the values and philosophy of the CRD, including:

- Follows through on commitments and communicates progress
- Invites input and displays a genuine interest in the ideas and concerns of others
- Cultivates an open, respectful and transparent work environment
- Demonstrates humility by admitting errors and learning from mistakes

##### Is Accountable for Results

Aligns the people, resources and systems necessary to deliver business results, including:

- Takes personal accountability for actions and outcomes in own area of responsibility
- Delegates appropriately to achieve results
- Empowers others to be accountable by setting clear outcomes, checking-in regularly, and providing mentoring to ensure goals are met
- Celebrates individuals/teams successfully delivering outcomes

##### Understands the Politics

Uses an understanding of the complexity and nuances of own political arena (internal and external) to gain stakeholder support, including:

- Communicates relevant and timely information and alternatives to help stakeholders make decisions
- Anticipates barriers and motivators for stakeholder support

- Balances the nature of communication between informing and influencing
- Uses an understanding of timing to take the right action at the right moment to gain stakeholder support

\*\*note: internal stakeholders can include decision makers, those who allocate resources and/or superiors

### **Builds Partnerships**

Pulls people together to accomplish goals that could not be reached individually, including:

- Uses formal and informal networks to identify opportunities for collaboration
- Invites participation from diverse groups with common interests
- Balances consensus building skills with negotiation and influencing skills to achieve outcomes
- Empowers team members to take joint ownership of outcomes

### **Creates a Common Vision for Change**

Generates enthusiasm for change by creating a compelling vision for the future, including:

- Involves others in creating a shared vision that achieves common goals
- Inspires others with passion for and commitment to the change
- Balances a sense of urgency for change with realistic, attainable outcomes
- Communicates openly about the future explaining the reasons for and impact of decisions and changes made.