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# Employment Opportunity

## Corporate Emergency Coordinator

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

Competition	<b>19/225</b>
Status	<b>Regular Full-Time</b>
Hours of Work	<b>70 hours bi-weekly</b>
Rate of Pay	<b>\$35.53 to \$40.32 per hour (2020 rates)</b>
Review of applications begins	<b>4:00pm on December 12, 2019; however, this competition will remain open until filled</b>
Notes	This position is expected to start effective January 2020 onwards.

### **Summary**

The Corporate Emergency Coordinator supports the emergency management and preparedness initiatives of the CRD by liaising with departments to support the development and maintenance of coordinated and integrated planning, training, and response procedures for the CRD and its departments. The Corporate Emergency Coordinator ensures that the corporate emergency plans are updated, maintained, exercised and aligned with the various departmental emergency response plans and internal Business Continuity initiatives.

This role acts as a part of the CRD Emergency Operations Centre (EOC) or as support to Departmental Operations Centres (DOC) as required. This position may require some evening or weekend hours.

This position is expected to start effective January 2020 onwards.

### **Duties & Responsibilities**

- Leads the preparation, writing and maintenance of procedures and plans as required for the corporate emergency program in order to maintain a level of readiness consistent with applicable Acts and regulations and in collaboration with CRD departments and emergency program personnel.
- Establishes and maintains positive relationships with both external and internal stakeholders.
- Maintains the corporate emergency plans and EOC in a state of readiness consistent with best practice and accreditation standards.
- Leads the development of corporate emergency exercises, advanced planning and "After-Action" reports.
- Provides support for the development, training, exercising and integration of emergency response procedures for CRD departments.
- Develops, maintains the corporate emergency training plan and provides logistic support and sources training programs for efficiencies and cost effectiveness.
- Tracks training records as required for corporate emergency programs in conjunction with the HR training database.
- Completes grant applications for corporate emergency program support and manages the implementation of successful applications in adherence to corporate grant application processes.
- Integrates the corporate emergency planning with Business Continuity initiatives and acts as a representative on the Business Continuity Program (BCP) Committee.
- Attends Advisory Commission or other public stakeholder meetings as required.

- Creates, organizes, maintains and distributes meeting documents such as minutes, agendas and reports as required.
- Implements and maintains corporate emergency management and situational awareness software.
- Works with Emergency programs and Corporate Communications on public education and social media initiatives.
- Acts as a member of the CRD EOC or as support to DOC as required.
- Provides support to Emergency programs as directed.
- May be required to act as standby Duty Officer.
- Liaises between departmental programs and CRD EOC and may be deployed to the point of need depending on the emergency situation.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.

## Qualifications

- Degree in a relevant discipline such as Emergency Management, Business Administration or Public Safety and three years relevant experience, including direct experience working in an EOC and experience in drafting plans, procedures and/or guidelines. An equivalent combination of education and experience may be considered, such as a diploma and six years related experience.
- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Knowledge of emergency management and response, including BCEMS and applicable legislation, at all levels of government including local, provincial and federal.
- Experience in emergency management including involvement and training in an EOC.
- Demonstrated experience with project management principles.
- Ability to develop effective working relationships with a diverse group of individuals including volunteers.
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel) and presentation (MS PowerPoint) software.
- Experience in situational awareness software and emergency communications an asset.
- Experience in emergency communications, including social media.
- Ability to process a large amount of information and write/present information in a clear and easily understandable format.
- Ability to concisely organize data, such as training records.
- Excellent research and writing skills.
- Experience with organizing, coordinating and supporting meetings.
- Ability to work under pressure with deadlines while looking for program efficiencies and opportunities for program improvements.
- Excellent problem solving & critical thinking abilities.
- Ability to work as part of a team, use initiative and produce results.
- Willingness to work in all weather conditions as needed.
- Must possess a valid BC Driver's Licence.

## 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 thanks you for your interest and advises only those candidates under active consideration will be contacted.**

