Job Posting

Regional Emergency Management Coordinator

The Regional Emergency Management Coordinator has overall responsibility for disaster preparedness for the members of the Cumberland Regional Emergency Measures Organization (currently the Towns of Amherst, and Oxford, and the Municipality of Cumberland). The primary functions of this position are disaster response planning, building relationships with other organizations having a disaster response role, and advising and informing elected officials, staff, and the public with regard to disaster preparedness.

Please visit our website at www.cumberlandcounty.ns.ca for a detailed position description and pay scale.

The position competition closes Wednesday, April 6th, 2022 at 2:00 pm.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist & Safety Advisor
1395 Blair Lake Rd
Upper Nappan NS B4H 3Y4

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Regional Emergency Management Coordinator"

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Regional Emergency Management Coordinator

Protective Services Department

Overview

The Regional Emergency Management Coordinator has overall responsibility for disaster preparedness for the members of the Cumberland Regional Emergency Measures Organization (currently the Towns of Amherst, and Oxford, and the Municipality of Cumberland). The primary functions of this position are disaster response planning, building relationships with other organizations having a disaster response role, and advising and informing elected officials, staff, and the public with regard to disaster preparedness.

This position reports to the Director of Protective Services.

Behavioural Competencies

Behavioural competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. The core competencies required by this position include:

Achievement	Communication	Leading & Developing Others
Working Strategically	Relationship Building	

Outcomes and Key Responsibilities

Planning and Accountability (Self and Others): - is the leader for planning that engages the entire team, and internal and external clients. Successful planning and accountability will support superior levels of customer service and stakeholder engagement.

- Facilitates, designs and conducts emergency exercises and ensures the Emergency Operations Centers (EOC) is prepared for use;
- May be assigned to any role(s) within the ICS during the declaration of a state of emergency

- Prepare, review and evaluates municipal Joint Emergency Preparedness Plan submissions to forward to EMO Nova Scotia and participates in the planning process for emergency plans with EMO Nova Scotia as well as liaises with EMO Nova Scotia as required; and

- Conducts hazard assessments and risk analysis as well as develops an inventory list of resources available for a response. Promotes and maintains Memorandums of Understanding with other jurisdictions for a collaborative response to disasters.

People Leadership, Communication and Management – creates a strong team that collaborates with others and supports County directions and strategy.

- Engages stakeholder municipalities and groups to maintain a high level of organization and preparedness in the event of emergency or disaster;

- Bring groups and resources together to facilitate the development and enhancement of new and existing REMO programs and projects;

- Supervises and/or executes work in a safe manner in accordance with organizational and other legislated policies, procedures, regulations, guidelines and/or standards; and

- Uses HR tools and systems such as policies and procedures, PDP's, Coaching and Position Descriptions to engage the staff and stakeholders.

Health and Safety – acts with others inside and outside the team to create effective health and safety plans.

- The protection of life and property is the foundation of this role and drives the generation and maintenance of all regional emergency measures planning and activities. This position will ensure that public safety as well as occupational health and safety is reflected throughout all REMO plans and strategies.

Reporting and Data – keeps, applies and records data that support team and corporate effective decision making.

- The employee prepares and maintains all information, data and forms as well as reports necessary to maintain all department and organizational functions as required;

- Responsible for the maintenance of the REMO emergency contact database;

- Prepare reports and data to inform and engage management, Council, and stakeholders in projects and initiatives undertaken; and

- Coordinate budgets, procure resources and equipment, and organize invoices and expense allocations to ensure projects and programs are delivered within budget and schedule constraints.

Qualifications

Grade 12 plus either 5 years' experience in Emergency Measures Planning and Management, or 10 years' experience in Emergency Response, Law Enforcement, the Military, or other related field including some specific experience in Emergency Measures Planning and Management.

Terms and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
$58,513	$61,439	$64,365	$67,290	$70,216	$73,142