



The Region of BC's Best

JOB POSTING

Emergency Program Coordinator

COMPETITION NO:	2018-072
TERMS:	Permanent Full-Time
START DATE:	To be determined
HOURS OF WORK:	35 hours per week; may work a non-standard schedule and unexpected overtime to respond to emergencies may be required
APPLICATION DEADLINE:	1600, January 10, 2019 (Include your name and the competition number in subject line of email.)

About the Thompson-Nicola Regional District

Encompassing an unparalleled geographic region in the heart of British Columbia, the Thompson-Nicola Regional District (TNRD) offers the best of both worlds. Urban life within vibrant communities and outlying rural regions that showcase the region's beauty: pristine but rugged mountains, rolling grasslands, lush evergreen forests and both historic and modern areas, all within approximately 45,000 square kilometres. Headquartered in the City of Kamloops, the TNRD provides a wide range of local government services to a population of 132,663 located within its 11 diverse municipalities and 10 electoral areas.

The Role:

Reporting to the Director of Community Services, the Emergency Program Coordinator (EPC) will be responsible for the coordination, planning and evaluation of the Regional Emergency Management Program. The EPC provides expert advice and implements direction from the Director of Community Services and the Thompson-Nicola Regional District (TNRD) Board of Directors. This position supports and assists the Regional District's emergency management structure by liaising with volunteers, outside agencies and staff to ensure emergency preparedness. The EPC works closely with the TNRD's municipal partners, community volunteers providing advice, assistance and training, and ensures emergency related exercises are conducted on an annual basis. During emergency events, the EPC takes a key role in the Emergency Operations Centre (EOC) activation.

The EPC accountabilities include:

- Maintaining and updating the TNRD's Emergency Response and Recovery Plan and appendices through coordination of hazard, risk and vulnerability assessments
- Recruiting local volunteer Emergency Support Services (ESS) Directors and working with them to support and maintain an effective ESS organization
- Ensuring that the TNRD is at a high state of readiness to respond to an event, including maintaining duty officer training/documentation, coordinating duty phone responsibilities, preparing reports and establishing and conducting emergency management training, exercises and debriefings

Thank you for considering the Thompson-Nicola Regional District as a place to share your talents!

*We thank all applicants for their interest however,
only those candidates under consideration will be contacted.*

- Developing public education materials and conducting public education programs regarding risks, mitigation and preparedness
- During a major emergency, attending the EOC and serving as the liaison officer and/or any other function appointed by the EOC Director
- Monitoring the budgets within the emergency portfolio, including coordination of the TNRD Search and Rescue program

You must have the following:

Required Education/Experience

- A degree from a recognized post-secondary institution in emergency management or a related discipline that includes courses in emergency preparedness such as risk assessment and emergency management, is required
- A minimum of 3 years' directly related experience is required. Experience as an emergency management professional in a local government organization is preferred
- An equivalent combination of education and experience may be considered
- Experience and knowledge of local government legislation and applicable legal principles as well as Statutes and Regulations related to the role, including the BC Emergency Program Act is essential
- Experience with volunteer recruitment and effective volunteer program management is required
- Experience in developing and delivering comprehensive training packages, including evaluation mechanisms is an asset

Required Skills and Abilities

You must be a confident individual with the ability to be courteous, tactful and diplomatic and able to develop effective working relationships with elected officials, local government staff, the public and the media. You must have the following skills and abilities:

- Familiarity with all four pillars of emergency management (response, recovery, planning and preparedness) is necessary
- A thorough knowledge of the BC Emergency Management System, the Incident Command System and the local authority roles and responsibilities under the Emergency Program Act
- Demonstrated ability to develop and deliver comprehensive training packages, including evaluation mechanisms
- Strong interpersonal and leadership skills, including effective conflict resolution, communication and facilitation skills
- Working knowledge of Microsoft Office Suite (Outlook, Word, Excel)
- The ability to understand maps and related materials, and ability to effectively use online mapping technology
- Ability to effectively coordinate response to emergencies as needed and immediately, and to work various shifts to meet operational requirements, including weekends and

evenings as necessary. You must be able to work long hours under stressful conditions, particularly during emergency situations

The following would be an asset:

- Strong Project Management skills and demonstrated ability to manage multiple complex projects
- Familiarity with local government structure in BC and the geography of the TNRD

Other Requirements

- You must have a Valid Driver's License and the ability to travel in all weather conditions
- The ability to work a non-standard schedule

This position falls under the provisions of the Collective Agreement with the Canadian Union of Public Employees, Local 900. The placement of this position is Pay Grade 11, which is \$2,439.47 to \$2,833.92 biweekly (exclusive of overtime)

Please email your application to **humanresources@tnrd.ca** by **4:00 p.m. on January 10, 2019** (Please include your name and the competition number: 2018-072 in the subject line of your email.)

Applications must include a cover letter and a resume outlining your qualifications and experience.

This position requires a Criminal Record Check and completion of a driver's abstract.