



Position Title: Program Manager, Security & Emergency Preparedness

Position Status: Full-Time Regular

Department: Human Resources and Corporate Services

Employee Group: Exempt

Location: 4730 Kingsway, Burnaby

Our Human Resources and Corporate Services Department is seeking a Program Manager, Security & Emergency Preparedness who will provide direction and manage staff in the provision of security and emergency management preparedness and other program activities to ensure Metro Vancouver meets internal and regulatory compliance requirements.

You are: A proven self-starter and leader in security and emergency management and an excellent communicator with a passion for working collaboratively towards solutions in security and emergency management issues.

The Program Manager, Security & Emergency Preparedness reports to the Director, Corporate Safety, Security and Emergency Management and falls within our Professional / Technical, Level 4B job family.

This role:

- Provides strategic direction and oversees policy development in respect to management of the Emergency Management and Security programs and plans within the Corporate Safety Department. Manages the technical staff responsible for security and emergency management matters to ensure worker safety and security in day-to-day operations and in emergency events.
- Develops and maintains emergency plans at the corporate level and provides advice for the creation, revision and testing of operating departmental emergency plans. Ensures Metro Vancouver is in compliance of statutory requirements relating to emergency management as set out in, inter alia, Emergency Program Act, Emergency Program Management Regulation, and the Local Authority Emergency Management Regulation.
- Performs in the role of Emergency Program Coordinator on behalf of Metro Vancouver.
- Develops and maintains security programs to protect Metro Vancouver staff and infrastructure; oversees investigations of security breaches/losses and recommends enhancements to prevent future occurrences; and oversees security audits and assessments.

- Accountable for the program's budget preparation and reporting; ensures the appropriate allocation of costs. Monitors and controls spending to ensure the effective and efficient expenditure of allocated funds; guides and directs staff on cost control; and contributes to the preparation of long range financial plans.
- Liaises with other agencies, including member municipalities, 911 Call Transfer Service, IPREM, Sasamat Fire, emergency management, police, fire and ambulance; receives and analyzes intelligence information; conducts fire inspections and investigations; and manages the Working Alone program.
- Responsible for hiring, supervising, directing and motivating staff and monitors performance towards corporate objectives; ensures staff adhere to corporate and board policies. Leads, coaches, mentors and develops staff recognizing the importance of training. Resolves technical, operational or relational issues staff encounter while doing their work
- Act as Local Assistant to the Fire Commissioner, responsible for investigation of all fires and inspection of public facilities located in the Electoral Area A; supports the activities of Metro Vancouver Emergency Operations Centre when activated.
- May be required to act as the corporate safety duty officer responding to emergencies as required.
- May act as a representative or assign representation duties to staff for various committees.
- Performs other related duties as required.

To be successful, you have:

- 7 years of recent, related progressive experience as an emergency preparedness or security professional supplemented by a bachelor's degree or diploma in a relevant field such as emergency management; or an equivalent combination of education, training and experience.
- Certification as an Emergency Manager and/or Certification as a Protection Professional.
- Considerable knowledge and ability to interpret and apply relevant regulations, legislation and acts such as Provincial Emergency Program legislation, WCB legislation and the BC Occupational Health and Safety regulations. Sound knowledge of Provincial and Federal emergency preparedness programs and demonstrated experience with public security agencies and programs.
- Considerable knowledge of emergency preparedness program planning and development.
- Considerable experience conducting investigations, security audits and assessments.
- Sound budgeting and financial management skills. Demonstrated ability to manage and monitor budgets, meet financial objectives and ensure the effective and efficient expenditure of allocated funds.
- Excellent written and oral communication skills including sound report writing and presentation skills. Persuasively communicates complex information to diverse audiences and upholds the reputation of the organization in communications with external agencies, the media, elected officials and the public.
- Ability to build and maintain effective working relationships with internal and external contacts under circumstances that may be political and sensitive. Skill in dealing openly, tactfully and sensitively in a variety of situations including dealings with the public, member municipalities and other stakeholders. Builds a strategic network of relationships with outside groups relevant to field of specialty. Contributes to the team with constructive ideas and experiences; effectively deals with disagreements to prevent escalation of conflict; seeks to include team members in decisions that will impact them.
- Proven ability to use judgment to resolve complex challenges; flexible and able to develop and revise strategies to address problems and changing circumstances. Demonstrates persistence in overcoming obstacles and considers the diverse and long term implications of decisions beyond the work at hand. Strong organizational and time management skills.

- Sound ability to lead, supervise, coach and guide others while enhancing individual and team effectiveness. Ability to mentor and foster the development of direct reports and provide advice to a number of 'support but does not report' working relationships. Sound understanding of and ability to apply labour and employee relations principles and practices including applicable collective agreements.
- Proficiency using Microsoft Office programs including Word, Excel and Outlook.
- Valid BC Class 5 Driver's License.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by June 28, 2021.