



ONTARIO ASSOCIATION OF FIRE CHIEFS

Leading innovation and excellence in public and life safety

Employment Opportunity: FIRE SERVICES LIAISON

The Ontario Association of Fire Chiefs (O AFC) is a not-for-profit corporation that represents the Chief Fire Officers of the 441 municipal fire departments in the Province of Ontario. Our mission is to lead innovation and excellence in public and life safety. To achieve this, we provide a recognized, authoritative voice for all matters relating to the management and delivery of fire and emergency services in Ontario. The O AFC endeavours to make Ontario a safer place to live, work, and play. Through our membership services, we endeavour to lead the fire service to recognized levels of knowledge, skills, and abilities, successfully influence political decisions and policies that impact the fire service, and public safety. We strive to be a valued source of information, research and advice to our members and stakeholders on current and emerging issues.

Our association is currently seeking a skilled professional with a solid understanding of the fire service in Ontario, to join our team in the position of:

FIRE SERVICES LIAISON

The Fire Services Liaison will be expected to assist and report directly to the Executive Director to further the O AFC mission of leading innovation and excellence in public and life safety, and to promote our mandate as the trusted advisor on matters relating to public and firefighter safety.

This position may, depending on the candidate, be full or part-time, and may involve regular or contract employment which may occur at the O AFC office, remotely, or on-premises at O AFC events.

Key responsibilities focus on programs & services; project development and management; representing the O AFC in and at a variety of functions; researching fire and life safety initiatives; identifying current and emerging issues for our members and the fire service and keeping apprised of current or potential Legislative changes that will affect the fire and emergency services sector. A key function of this role is to regularly connect with O AFC members and committees to provide support, advice, and assistance in their role as Chief Fire Officers. Regular report writing, records management, and briefings will also be key functions of the position.

DUTIES AND RESPONSIBILITIES

Project/Program Management

- Develop, promote, support, disseminate, coordinate, monitor, and evaluate O AFC programs and services including Candidate Testing Services, professional development initiatives, and support programs in accordance with policy.
- Develop detailed programs/services/project plans, ensuring resource availability. Set deadlines, manage internal responsibilities, and summarize progress. Ensure programs/services/projects are completed on time, in scope, and on budget. Prepare regular briefs and/or reports on progress.
- Develop and deliver presentations and training initiatives in relation to O AFC programs to members and stakeholders.



ONTARIO ASSOCIATION OF FIRE CHIEFS

Leading innovation and excellence in public and life safety

Advocacy, Stakeholder Relations & Representation

- Represent, attend, and participate on O AFC committees including but not limited to; taking/distributing accurate meeting minutes, managing meeting records, membership lists, terms of references, and committee correspondence distribution.
- Attend Provincial Advisory Committee area meetings.
- Represent the Association at functions/meetings/political events as required.
- Assist the Executive Director with media to communicate O AFC messaging, as per approved communications and media policy.
- Work with Association staff on researching, drafting, editing, and providing input on member briefing notes.
- Liaise with legal counsel as required including attending public inquiries, coroner's inquests, etc.
- Develop and maintain new and existing relationships with stakeholders. Promote and disseminate O AFC messaging.
- Champion the O AFC's Vision and Mission statements, aligning activities and programs with the strategic plan's direction. Model integrity and professionalism as a representative of the O AFC.

Membership Research, Support & Liaison:

- Regularly connect with all types of O AFC members and report on current and emerging issues.
- Provide support and assistance to O AFC members on matters such as inquests, labour relations, fire prevention and education, operational issues, SOP/SOG, professional development, etc.
- Conduct research and analyze information related emerging trends, issues, legislation, technology, municipal affairs, labour relations, standards, health and safety in the fire service.
- Maintain knowledge of public safety issues and provide the Executive Director with pertinent information regarding potentially sensitive issues.

Other:

- Support and assist the Executive Director, and other O AFC staff in the operation of the Association.
- Participate in the planning, operation, and execution of O AFC events, when and where needed.
- Carry out other such duties and responsibilities as assigned by the Executive Director.

QUALIFICATIONS

Requires a college diploma or university degree in administrative disciplines (public administration, business or fire services) or equivalent, and/or the completion of other fire related courses at the post-secondary level. Must have at least five (5) years progressive leadership experience in a senior officer position, preferably in the fire service, and an additional five (5) years in the fire service, or a combination of relevant experience tied to the duties and responsibilities of the role.



ONTARIO ASSOCIATION OF FIRE CHIEFS

Leading innovation and excellence in public and life safety

Knowledge of fire prevention/code enforcement, public fire & life safety education, firefighter training and emergency/operational response methods, equipment, emergency management and suppression. Experience working with all types of fire departments; full-time, composite, and volunteer with a solid understanding of their differences and challenges. Thorough understanding of current legislation including fire codes, labour, health and safety, privacy, and human rights/human resources. Strong knowledge of current issues and emerging trends impacting the Ontario fire service.

Must be a strategic thinker. Good knowledge of municipal governance. Excellent research and analytical skills. Demonstrated commitment to personal and professional development. Must have experience in project management, program and training development and developing recruitment strategies, strategic plans, and business models.

Demonstrated success building and maintaining professional partnerships and managing relationships. Excellent interpersonal skills. Politically astute. Demonstrated tact and diplomacy at the highest level. Excellent oral and written communication skills. Strong public speaking skills and presence – clear, succinct, persuasive, compelling. Excellent listener. Resourceful self-starter, excellent organization skills, attention to detail, excellent time/project management capable of adhering to tight schedules and deadlines. There is a significant amount of written work required in this role through minutes, reports, project management functions, and briefings.

Comfortable using technology including personal computers, smartphones, tablets, and presentation hardware. Proficient in MS Office software (Outlook, Word Excel, PowerPoint), presentation software/tools, internet browsers, technology applications, and software used in the fire service.

Availability to attend evening and/or weekend meetings and events as required, to travel periodically throughout Ontario, Canada, and the US, and to attend various conferences/events. Valid class "G" Driver's license and reliable vehicle to use on association business.

The Ontario Association of Fire Chiefs offers a competitive salary, benefits, and a pension package. To explore this career opportunity further, please forward a cover letter and resume quoting "Fire Services Liaison" no later than **Friday, March 24, 2022 at 16:30 EST**.

Please send to the attention of:

Mark Tishman
Executive Director
Ontario Association of Fire Chiefs
Email: mark.tishman@oafc.on.ca

We thank everyone for their interest; however, only those selected for an interview will be contacted. The Ontario Association of Fire Chiefs strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment. If contacted for an employment opportunity, please advise if you require an accommodation.