



**Emergency and Risk Management Assistant**  
**Finance & Corporate Support Services/ Emergency and Risk Management**  
**File #24-P-36**

Located on the Trent-Severn Waterway in the heart of the Kawartha tourism region, Peterborough is a unique community known for its exceptional quality of life and beautiful setting. Peterborough has it all – a multitude of recreational opportunities, a diverse industrial, commercial and agricultural base, quality health care and excellent schools – including two outstanding post-secondary institutions. Peterborough is just one hour from the Greater Toronto area.

### **Job Details**

The Emergency and Risk Management Assistant works as an integral member of the Emergency and Risk Management team to provide support across all Division programs including Emergency Management, Business Continuity, Insurance, Risk Management, and Labour Disruption Contingency Planning.

This position supports the Emergency Management Program requirements as set out in the Emergency Management and Civil Protection Act and is responsible to carry out the ongoing administrative maintenance of the City's Emergency Response Plan, hazard specific plans and standard operating procedures and guidelines, and to provide logistical support for emergency management, business continuity and risk management training and exercises.

The position also provides administrative support for the City's Insurance program including daily maintenance of the Risk Management Database incident and claim files, ongoing maintenance of insurance schedules and Certificates of Insurance, and support for the annual insurance program renewal process.

The position is responsible to carry out research for various program initiatives, develop and disseminate public education and training materials, and assist with report development, including grant reporting and compliance.

This position will lead records management for the Division, and provide office administration support, and support to various Committees.

### **Qualifications**

This position requires the completion of a two-year college diploma in Office or Business Administration, Emergency Management, Public Safety or Risk Management and three years of progressive office administration experience or equivalent.

Emergency Management, Insurance and Risk Management courses or certifications would be considered an asset. Must have an advanced level proficiency with Microsoft Office Suite, SAP, database applications, and presentation software applications. Must have experience with financial processes.

Must have well developed interpersonal and communication skills (verbal and written); strong organization, time management and problem-solving skills; the ability to manage competing priorities and coordinate several tasks at one time and under considerable pressure during emergencies. Must have the ability to work with minimal supervision.

Must protect privacy, use confidential information appropriately, treat sensitive situations with an appropriate degree of tact and discretion in accordance with all applicable privacy legislation, and local policies and procedures.

Must be a team player with a commitment to quality and customer service and be able to perform in high-stress situations. Must have access to reliable transportation to fulfil the duties of the position within the City of Peterborough.

## Salary

\$90,840.00-\$99,277.00

## Application Information

Qualified applicants are invited to submit 1 file containing a résumé and cover letter (ensure your name is in the title of the document), quoting file number **24-P-36** on the file as well as in the subject line, no later than 12:00 p.m. on **Wednesday April 10, 2024**, to: [recruiting@peterborough.ca](mailto:recruiting@peterborough.ca)

The City of Peterborough is an organization that 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 in which all individuals have access to the City's goods, services and facilities. If contacted for an employment opportunity, please advise Human Resources if you require an accommodation.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application but advise that only those selected for an interview will be contacted.

[www.peterborough.ca/jobs](http://www.peterborough.ca/jobs)