

EMPLOYMENT OPPORTUNITY

Emergency Planning Coordinator

Temporary Full-time / External
Emergency Services
Competition No.: 2024-1903



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SKILLS & ABILITIES

- Excellent interpersonal, problem solving, written and verbal communication skills are essential, including strong conflict resolution and facilitation skills.
- Ability to plan, organize, develop and implement action plans, training exercises, public presentations.
- Time management skills are essential.
- Knowledge of the BC Emergency Management System, the Incident Command System, and the local authority roles and responsibilities under the Emergency Program Act.

APPLICATION DETAILS

Please quote competition 2024-1903 and submit a cover letter and resume clearly outlining your education, experience and qualifications as they relate to this position and submit [HERE](#).

Applications will be accepted until May 15, 2024.

Date Posted: May 1, 2024.

A Criminal Record Check is a condition of employment with the Regional District of Nanaimo.

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a temporary full-time Emergency Planning Coordinator working with the Emergency Services Team.

The Emergency Planning Coordinator is responsible for supporting, coordinating and facilitating of emergency management activities in the Emergency Services department for the Regional District of Nanaimo.

QUALIFICATIONS

An undergraduate degree in emergency management, business administration or related field, plus three (3) years experience preferably in a local government setting; or an equivalent combination of training and experience. Certificate in Local Government Administration, courses in emergency management and Incident Command System training would be strong assets, along with experience with volunteer recruitment and effective volunteer program management.

Possession of a valid Class 5 BC Driver's License is required and must be able to work a flexible schedule to meet operational requirements including weekends and evenings as necessary.

POSITION DETAILS

This is a temporary full-time Union position until July 11, 2025, providing 35 hours per week, with the possibility of ending early or of extension based on the operational needs of the department. The (2024) rate of pay is \$36.27 to \$38.18 per hour. The successful incumbent will be entitled to 12.4% in lieu of benefits, as provided for in the Collective Agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted directly.

Emergency Planning Coordinator

Emergency Services

Pay Band 10

Job Summary

The Emergency Planning Coordinator is responsible for supporting, coordinating and facilitating of emergency management activities in the Emergency Services department for the Regional District of Nanaimo.

Primary Duties and Responsibilities

- In an emergency, takes a key role in the operation of an Emergency Operations Centre and provides support to staff with assigned roles or tasks to support the EOC. Assists with the set-up and maintenance of the Emergency Operations Centre.
- Participates in the development and revision of emergency plans, procedures and resource databases.
- Operates the emergency public information systems including the mass emergency notifications system.
- Prepares written reports for Board and Committee meetings as required with respect to emergency planning issues.
- Performs field/site inspections as required related to emergency response.
- Assists in the development of policies and procedures and makes recommendations regarding current bylaws or agreements to enhance emergency response.
- Acts as the contact person with respect to emergency planning and liaises with other agencies as required.
- Identifies emergency preparedness training requirements and arranges training and table top exercises within budget limitations to District staff and volunteer agencies.
- Oversees and directs the Emergency Support Service volunteers including recruitment, training and retention of members.
- Develops public education material and arranges and conducts open houses to promote emergency preparedness in the community and assists community groups in the development of neighborhood plans.
- Assists with grant applications and project management activities.
- Works with the Fire Services Coordinator on emergency service activities.
- Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- Performs other related duties as required.

Job Qualifications

Education/Experience

- Undergraduate degree in emergency management, business administration or related field
- Three (3) years experience preferably in a local government setting; or an equivalent combination of training and experience.
- Certificate in Local Government Administration, courses in emergency management and Incident Command System training would be an asset.

Job Description

- Possession of a valid Class 5 BC Driver's License.
- Experience with volunteer recruitment and effective volunteer program management is an asset.
- If you are new to the field of emergency management, you can gain experience by volunteering with Emergency Support Services, a Volunteer Fire Department, or other emergency response organization.

Skills/Abilities

- Must be able to work a flexible schedule to meet operational requirements including weekends and evenings as necessary.
- Excellent interpersonal, problem solving, written and verbal communication skills are essential, including strong conflict resolution and facilitation skills.
- Ability to plan, organize, develop and implement action plans, training exercises, public presentations.
- Time Management skills are essential.
- Knowledge of the BC Emergency Management System, the Incident Command System, and the local authority roles and responsibilities under the Emergency Program Act.
- Ability to use good and quick judgement skills.
- Ability to maintain positive internal and external working relationships.
- Familiarity with all four pillars of emergency management (response, recovery, planning and preparedness).

Reporting Relationship

Reports to: Manager of Emergency Services

Date Approved: April 8, 2019