

## MANAGER RISK & EMERGENCY PROGRAMS

Regular Full Time (Exempt)

### About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

### About You / What We Are Looking For

The City has an exciting opportunity to add an experienced Manager Risk and Emergency Programs to oversee the preparation, implementation and maintenance of the City's emergency and disaster response plans and support the City's Emergency Operations Centre response team in the event of a major emergency or disaster. The position is also responsible for leading and developing the integrated risk management functions on behalf of the City. Reporting to the General Manager Community Safety, the Manager Risk and Emergency Programs position integrates across all City departments, including the Deputy Chief Administration Office, General Managers and other senior staff on the City's executive team, to lead emergency management plan development and provide guidance and support to staff across the organization during emergencies and disasters. The position provides significant support and oversight of emergency social services activations under the Emergency Support Services program. As the lead risk manager for the City, the role involves the coordination of internal and external risk management initiatives that align with Council's strategic and business plans. The Manager Risk and Emergency Programs is responsible for the City's integrated risk management functions and services, including: risk financing and insurance; claims management; and business continuity planning support. The position manages a team comprised of an emergency management coordinator, risk and insurance coordinator and an emergency programs assistant.

### Core Responsibilities and Competencies

Independent Judgment and Decision-Making: Exercise a high degree of independent judgment in developing, implementing, and evaluating risk management and emergency programs to address complex challenges. Lead the assessment and management of risks in alignment with the City's strategic priorities while navigating competing interests and ensuring organizational objectives are met.

Political Acumen and Strategic Leadership: Collaborate with senior leadership, council, and community stakeholders to provide expert advice and develop policies and strategies that align with council's strategic and business plans. Use political sensitivity and awareness to build consensus, influence decision-making, and ensure the City's programs and initiatives align with community needs and expectations.

Council Reports: Prepare and deliver detailed reports, presentations, and recommendations to Council and relevant committees, ensuring clarity, accuracy, and alignment with legislative and policy requirements. Provide updates on risk management, emergency preparedness, and program effectiveness to support informed decision-making at the highest levels.

Managing External Contracts and Budgets: Oversee and manage contracts with external service providers, ensuring accountability, budget alignment, and performance standards are met. Develop and monitor budgets for risk and emergency programs, including grant programs and cost-recovery strategies, to ensure efficient use of resources and compliance with financial policies.

Legislative Compliance: Ensure all risk management and emergency programs align with applicable provincial and federal legislative requirements. Maintain up-to-date knowledge of relevant regulations, policies, and standards to adapt the City's programs to meet evolving legal and regulatory expectations.

Integrated Risk Management: Lead the coordination of internal and external risk management initiatives, ensuring integration across all City departments. Provide expertise in risk financing, insurance, claims management, business continuity planning, and emergency preparedness, fostering a proactive approach to risk mitigation.



**Team Leadership:** Manage a team of professionals to deliver high-quality programs and services. Provide mentorship, foster professional development, and ensure alignment with organizational values and goals.

### Minimum Qualifications

The successful applicant will have the education, experience and ability to work independently at a professional level with discretion and demonstrated business and political acumen. Superior interpersonal skills and the ability to effectively communicate and negotiate with different stakeholders in both collaborative and adversarial settings, sometimes under significant time or resource constraints, is essential. The ability to prepare reports, plans, and strategies is essential to the role. While the position primarily works core business hours, occasional attendance at community information sessions and site inspections in the evening or on statutory holidays or weekends is expected, and the position must be available to be on call in the event the Emergency Operations Centre or the Emergency Support Service program is activated.

Applicants should possess a post-secondary degree in Business Administration, Public Administration, Public Safety or Emergency Management, preferably with an insurance and/or risk management designation (e.g. FCIP, or CIP and CRM). Education should be supplemented with at least five years in progressive related experience in risk and/or emergency management. Proven supervisory or management experience in a local government or other public sector setting is essential. An equivalent combination of education and experience may be considered.

Other Requirements include:

- Proven experience in risk management, emergency planning, or a related field, with demonstrated ability to operate at a senior leadership level
- Some experience in or familiarity with all of the following: risk financing and liability and property insurance; claims management; and business continuity planning;
- Proficiency in math and financial analysis
- Clear and logical business writing skills
- Strong public presentation skills
- Experience managing budgets in a public sector setting
- Excellent problem solving and conflict resolution abilities

### What We Offer:

This excluded position has an annual salary range of \$142,820 – \$160,655. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in a flex day program. This position is based in Coquitlam with some flexible, hybrid work options available. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

### Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit [coquitlam.ca/edi](http://coquitlam.ca/edi) for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo and submit an acceptable police information check.

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on LinkedIn to learn more about how #YouCouldWorkHere too!

Please apply online at [www.coquitlam.ca/careers](http://www.coquitlam.ca/careers) by 11:55 pm on March 14, 2025.



*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*

