

## JOB DESCRIPTION

### Regional Emergency Management Coordinator

Reports to: Director, Emergency & Protective Services, Town of Banff  
and  
Manager, Protective Services, Town of Canmore

Department: Emergency & Protective Services, Town of Banff



#### Job Profile:

As Regional Emergency Management Coordinator, you “Take care of Banff” and the Town of Canmore by engaging residents in impactful emergency and disaster preparedness, planning and mitigation activities that enhance individual and community safety for Banff and Canmore residents and visitors. This position will be administered by the Town of Banff and shared position with the Town of Canmore. This role represents the critical collaboration between Towns ensuring regional coordination before, during, and after major incidents and events.

You are a qualified and competent emergency management professional, able to apply the Incident Command System (ICS) and incident management principles and features throughout the full emergency management cycle. Your experience is reflected in actions, such as: emergency response planning, incident management program delivery and you are qualified to work in an emergency coordination center.

You have practical knowledge of intergovernmental program design, delivery and/or coordination, with acquired confidence in planning, operational and interpersonal skills that have set you up to effectively work with other municipal departments, external partner agencies, businesses and organizations to plan for and respond to complex incidents or disasters.

#### Key Responsibilities:

*The Regional Emergency Management Coordinator is accountable for resources and programs to achieve the following outcomes. These accountabilities are representative and may be adapted according to evolution of the position and the related services or expectations of Banff and Canmore, including:*

#### Plan Development:

- Ability to write and review municipal and regional emergency plans to comply with the Alberta Emergency Management Act and Regulation and the Alberta Incident Management System (AIMS).
- Work directly with other municipal and regional emergency services and intergovernmental emergency management representatives to ensure plans and procedures are interoperable and comprehensive.
- Review major event plans to ensure they align with best practices for contingency planning and incident command coordination.
- Create hazard specific response plans for the region.

**Program Coordination:**

- Represents both municipalities when working with local groups, organizations and businesses, as appropriate, to identify and enhance emergency management coordination opportunities across the region.
- Understands and considers the jurisdictional complexities in the Bow Valley region in all emergency management activities.
- Develops, re-designs and analyzes programming that:
  - Mitigates probable incident impacts from regional hazards and risks. This includes distinguishing differences and commonalities between Banff and Canmore.
  - Increases the region's resilience to future disasters or incidents.
  - Increases response capability or effectiveness during incidents, specifically in Emergency Coordination Center facilities.

**Incident Response:**

- Have the skills and knowledge to respond to a complex incident in an emergency coordination center or as assigned within an incident management team.
- Flexible to unexpected changes to work schedule to participate within an incident management team or facility to support incident response.
- Can support other municipal department representatives to apply ICS during response.

**Collaboration and Leadership:**

- Confident planning, presentation or facilitation skills in a variety of settings:
  - Leading joint planning sessions or emergency management projects with external partner agencies or organizations.
  - Write and present plans, procedures, hazard-based research, recommendations, reports, etc.
  - Foster respectful and productive relationships with regional partner agency representatives like AEMA Field Officers, emergency services and industry responders and utility providers.
  - Communications: can coordinate and implement emergency management program public-facing events or training.
  - Can represent the municipalities and regions as an agency representative in other emergency coordination or operations centers, or at mutual aid partner meetings.

**Administrative functions:**

- Exceptional technical writing skills:
  - Absorbing large quantities of hazard information and expert materials and expressing results in plain language.
  - Can effectively and efficiently review existing plans and write new plans to adhere to federal and provincial emergency management legislation for required content and timelines. Plans include the Municipal Emergency Management Plans (MEMP), and the Regional Emergency Management Plan (REMP).
  - Blending a variety of reporting methods – textual and visual – to reflect plans, situational reports and recommendations for program development.
- E-mail and voice-mail messages are professional, concise and receive a timely response.

### **Employee Programs and Policies:**

- The position will be administered through the Town of Banff and subject to the Town's employee program eligibility requirements and employment policies.
- Town of Canmore will provide further employment expectations and internal policies related to employee programs and other position-specific requirements of the municipality.

### **Personal Characteristics:**

The following qualities are inherent in the Regional Emergency Management Coordinator:

- **Confident** – you have the experience and willingness to lead activities within the context of emergency planning and response. This includes: stressful and time-sensitive activities in emergency coordination centers.
- **Multi-tasking Project Manager** – Emergency Management can present concurrent challenges and requires the ability to determine what project or task is most important, when.
- **Communicator** – you have a gift for remaining calm and concise under pressure or in pressure filled situations.
- **Adaptable** – emergency management is rarely linear and smooth and being able to adapt to changes in focus or priority is essential. Ability to work when the work needs to be done (outside of traditional “business hours”) will be critical in this role.
- **Collaborator** – you work with consideration of multiple perspectives and priorities in a productive and efficient manner.

### **Education, Experience and Qualifications:**

- Completed post-secondary undergraduate degree, diploma or certificate in Emergency or Disaster Management or risk reduction, or equivalent in practical emergency management experience.
- You have completed the following programs:
  - Incident Command Systems (ICS) training, including a minimum of ICS 300;
  - Basic Emergency Management
- Minimum 3 years- related work experience, ideally in a provincial or municipal emergency management position, requiring responsibility in:
  - Plan or project writing
  - Program coordination or management
  - Incident response experience (within incident facilities or incident management teams)
  - Knowledge and experience working within emergency management legislation
  - Technical competence, specifically in word processing, database and presentation applications (Microsoft Office and SharePoint applications).
- Physical demands: Periods (4-6 hours) of activities (standing, walking), manual dexterity (keyboarding), some sedentary duties (sitting). Limited lifting, bending, pushing pulling.
- Cognitive demands: extensive reading and assimilation of information, concentration, managing emotions and strong opinions, working within deadlines, fostering collaboration and working relationships.
- RCMP Criminal background check and Vulnerable Sector clearance required on hire.
- Class 5 Alberta Driver's License and clear Driver's Abstract required on hire.

- Assets include:
  - Understanding relevant research related to the regional hazards, risks and jurisdictional complexities.
  - Emergency Coordination or Operations Centre experience
  - Position specific, EOC/ECC training is considered an asset.

**NOTE** – this position is newly approved and will adapt during its implementation.

The key accountabilities reflected in this description are representative (not comprehensive) of the