



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Municipal and Community Affairs	Regional Emergency Management Coordinator	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
21-10623	Norman Wells	Sahtu

## **PURPOSE OF THE POSITION**

The Regional Emergency Management Coordinator is accountable to support the preparedness of communities, and coordination of the Government of the Northwest Territories response to natural disasters and other emergencies that affect the safety and security of people, property, and the environment in the Sahtu Region.

## **SCOPE**

Located in Norman Wells, the Regional Emergency Management Coordinator (Coordinator) reports to the Regional Superintendent, Sahtu, and is responsible for the delivery of emergency management programming in the Region, including federal emergency management programs and territorial emergency management programs, policies and activities. The Coordinator works with the Regional and Territorial Emergency Management Organizations and communities on developing, updating and validating emergency preparedness plans and public education through public emergency awareness campaigns, and plays a lead role in assisting communities in the Region and the Government of the Northwest Territories (GNWT) to build and maintain capacity to plan for and respond to emergencies and disasters.

The Department of Municipal and Community Affairs (MACA) is responsible for the development and maintenance of community governments, responsive and responsible to the residents, with sufficient legal authority and resources to carry out community responsibilities, to provide public programs and services essential to good community life and to deal effectively with other government organizations. MACA is also responsible for protecting the interests of consumers. MACA accomplishes this mandate through supporting capable, accountable and self-directed community governments in providing a safe, sustainable and healthy environment for community residents.

MACA is highly decentralized in the delivery of its programs and services. Its regional offices operate in a complex environment serving remote and often isolated communities with limited resources and infrastructure, extreme weather conditions, short construction seasons, challenging seasonal transportation logistics and close proximity to an active political environment.

The *Emergency Management Act* (EMA) establishes a system designed to prepare for and manage civil emergencies in the Northwest Territories (NWT) and ensures the safety and security of residents. The EMA details the functions, duties and powers of the GNWT and community governments in relation to emergency mitigation, preparedness, response and recovery. For the GNWT, the EMA establishes an Emergency Management Organization (EMO) and a Territorial Planning Committee (TPC), and during major emergencies, provides authority for the use of extraordinary powers under a State of Emergency.

The EMA is supported by the *NWT Emergency Plan*, which provides the structure and guidelines for the GNWT and its partners to deal with territorial emergencies and meet a collective responsibility to support communities during emergencies.

The Coordinator conducts emergency management programming to meet the requirements of the EMA and *NWT Emergency Plan*, and coordinates regional efforts in the coordination of emergency management activities at the community and regional level, supports the emergency management activities of local authorities, and supports the Regional Superintendent in leading the GNWT response to emergencies and exercises within the Region. During an emergency event the Coordinator may assume a leadership role on the regional Incident Management Team (IMT), including as Incident Commander or Section Chief. The Coordinator has a significant degree of autonomy in decision-making while activated in a leadership role on the IMT.

Emergency management programming also includes assisting community governments in accessing and navigating federal emergency management related funding programs including funding available to communities to assist with mitigating the potential risks of natural disasters, search and rescue programs, and emergency preparedness, response and recovery. The Coordinator promotes funding opportunities, shares program information, responds to questions and concerns, supports the development of projects and community government applications.

MACA administers the *Disaster Assistance Policy* on behalf of the GNWT, which may provide financial assistance to community governments, small businesses, and residents who have suffered damage as a result of a widespread disaster. The GNWT may also seek recovery of disaster funding under the federal Disaster Financial Assistance Arrangements (DFAA), which provides assistance to provinces and territories with the costs of dealing with a disaster where those costs would otherwise place a significant burden on the economy and would exceed what provinces and territories might reasonably be expected to fully bear on their own.

The Coordinator supports the disaster assistance process through acting as a community liaison and navigator, distributing program information and materials, clarifying and providing advice on eligibility, maintaining records, and assisting communities, small businesses and individuals throughout the process. The Coordinator promotes funding opportunities, shares program information, responds to questions and concerns, supports the development of projects and community government funding applications. The Coordinator supports Headquarters and GNWT regional staff in all departments with the DFAA claim process.

Emergency response situations requires the incumbent to participate in emergency response activities, assisting with the evacuation of residents, surveying damaged areas, etc., and will require, enhanced situational awareness of surroundings and continuous monitoring under emergency response conditions, walking and standing, and possibly some lifting, carrying, set up and demobilization of equipment. Emergency response situations and site visits will expose the incumbent to a variety of weather conditions and potential hazards, where appropriate personal protective equipment will be required.

The Coordinator is required to work extended hours when in a crisis management role, and in those situations will encounter residents who are under unusual stress. The incumbent will be required to be on a standby rotation throughout high-risk periods (April-September) and must be available to respond to emergency management issues and response activities during periods of increased risk to communities.

In discharging these duties, the Coordinator works closely and coordinates with the Emergency Management Organization in Headquarters and ensures work activities are aligned with the EMA, *NWT Emergency Plan* and relevant federal and MACA policies.

The Coordinator regularly liaises and coordinates with the staff in MACA Headquarters, other GNWT departments and agencies, community governments, and other key emergency management stakeholders in the Region, as outlined in the *NWT Emergency Plan*.

## **RESPONSIBILITIES**

### **1. Maintains readiness within the Region for emergency response by coordinating and delivering emergency planning and preparedness programming to communities in the Region.**

- Participates on assigned emergency management planning and preparedness working groups/committees.
- Supports public emergency management information campaigns and shares materials to raise awareness of risk and promote community emergency preparedness.
- Supports the development of communications materials tailored to communities in the region (e.g., emergency notices, key messages, and social media content).
- Delivers workshops on emergency preparedness and planning, including developing schedules, coordinating with local authorities, developing materials, booking venues and securing audio-visual supports and facilitating.

- Works with communities to determine required resources and training for emergency preparedness, and to build capacity and assist in securing necessary resources.
  - Develops and delivers tabletop exercises to assist communities in updating and validating community emergency plans.
  - Provides regional input in the maintenance of the Territorial Emergency Plan.
- 2. Responds to major emergency events and incidents when they occur by coordinating and delivering emergency response programming.**
- Gathers information, establishes situational awareness and develops situation reports in accordance with established protocols.
  - Works with subject matter experts in GNWT and federal departments and agencies, communities and the private sector to monitor hazards (i.e., wildfires, floods, diseases)
  - During an emergency response, assumes a leadership role on the Incident Management Team (e.g. Incident Commander, Section Chief, etc.) in any region in the NWT.
  - Maintains up-to-date and accurate emergency contact lists of key emergency response stakeholders and resource lists of REMO equipment and supplies.
  - Maintains emergency event files of emergency response decisions, activities and expenditures in support of post-event and recovery activities and claims.
  - Supports the After Action Review process, and recommends improvements to regional components of emergency plans and programs.
  - Acts as Duty Officer when required during high-risk periods.
- 3. Facilitates post-disaster regional recovery activities after a major emergency event or incident by coordinating and delivering emergency recovery programs.**
- Acts as a community liaison and navigator, distributing program information and materials, clarifying and providing advice on eligibility, maintaining records, and assisting communities, small businesses and individuals throughout the process.
  - Supports community recovery operations including emergency repairs, procurement of necessary material and services and the development of damage assessments.
  - Supports communities in developing applications for funding pursuant to the GNWT Disaster Assistance Policy.
  - Coordinates regional claims for the recovery of emergency response and recovery expenditures under the federal DFAA, including gathering information from communities.
  - Supports territorial and federal audit requirements for disaster assistance claims including gathering records, supporting auditor visits and meetings and developing responses to auditor questions.
- 4. Supports communities in accessing and developing projects under federal and territorial emergency management related programs.**
- Supports eligible communities to access funding under the Ground Ambulance and Highway Rescue Funding Policy.
  - Coordinates the application of the MACA Contributions for Community Organized Searches Policy including sharing policy information, validating requirements and coordinating with local officials.

- Promotes the federal Search and Rescue New Initiatives Fund and supports community access by sharing program information, responding to questions and concerns, and support the development of projects and community government applications.
- Promotes the federal National Disaster Mitigation Program, shares program information, responds to questions and concerns, supports the development of projects and community government applications.

## **WORKING CONDITIONS**

### **Physical Demands**

Emergency response situations require the incumbent to participate in emergency response activities, assisting with the evacuation of residents, surveying damaged areas, etc. These situations will require walking and standing, and possibly some lifting, carrying, set up and demobilization of equipment.

### **Environmental Conditions**

Emergency response situations and site visits will expose the incumbent to a variety of weather conditions, and potential hazards, where appropriate personal protective equipment will be required.

### **Sensory Demands**

Multiple senses will be used to assess and monitor and interpret preparedness as well as emerging and continuing emergency conditions.

### **Mental Demands**

This position is subject to changing and competing priorities as well as timelines where there is little control.

The position is required to travel 10 to 20 times per year, for up to two weeks at a time, driving and flying between communities in a variety of weather conditions.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of emergency management principles, plans and practices.
- Knowledge of and/or the ability to acquire and utilize knowledge of the Incident Command System Canada.
- Knowledge of and the ability to promote the federal Search and Rescue New Initiatives Fund and support community access to it.
- Ability to acquire and utilize knowledge of northern local government and regions.
- Knowledge of and/or the ability to learn and apply knowledge of the NWT emergency management legislation, plans, agreements, frameworks, strategies, and policies.
- Ability to coordinate and deliver emergency planning and preparedness programming to communities in the Region.
- Ability to coordinate and deliver emergency recovery programs.

- Ability to deliver workshops on emergency preparedness and planning, and to develop and deliver tabletop exercises to assist communities in updating and validating community emergency plans.
- Computer skills in word processing, spreadsheets and presentation programs as well as internet and electronic communications.
- Presentation, facilitation, listening and communication skills.
- Interpersonal, conflict resolution, problem solving and leadership skills.
- Ability to understand why people behave in a certain way in given situations; able to ask questions to clarify what is expressed, and able to respond to people's concerns in a proactive and effective manner.
- Ability to adapt approach as situations change and willingness to adapt to and work within a variety of diverse situations, and with diverse individuals or groups.
- Ability to effectively work with a range of stakeholders, and varying leadership levels, within community governments, department officials, federal and other organizations.

**Typically, the above qualifications would be attained by:**

A degree in emergency management or social sciences (e.g., sociology, psychology or education) with course work in emergency management; and two (2) years of directly related emergency management experience.

Equivalent combinations of education and experience will be considered.

The following would be considered assets:

- Experience working as part of an Incident Management Team (IMT).
- Experience with major community emergency events.

**ADDITIONAL REQUIREMENTS**

**Position Security**

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- French required (must identify required level below)  
 Level required for this Designated Position is:  
 ORAL EXPRESSION AND COMPREHENSION  
 Basic (B)  Intermediate (I)  Advanced (A)   
 READING COMPREHENSION:  
 Basic (B)  Intermediate (I)  Advanced (A)   
 WRITING SKILLS:  
 Basic (B)  Intermediate (I)  Advanced (A)
- French preferred

**Indigenous language:** Select language

- Required
- Preferred