



POSITION DESCRIPTION

POSITION TITLE: Regional Emergency Management Coordinator – Full-Time, 2-Year Term

RESPONSIBLE TO: County CAO & Town Director of Community Development

LOCATION: Antigonish County Municipal Office, 285 Beech Hill Road

DATE: January 24, 2022

SCOPE

The Regional Emergency Management Coordinator (REMC) has overall responsibility for emergency preparedness for the Antigonish Regional Emergency Measures Organization (County and Town of Antigonish). The primary functions of this position are emergency response planning, building relationships with other organizations having an emergency response role, and advising and informing elected officials, staff and the public with regard to emergency & disaster preparedness.

BEHAVIOURAL COMPETENCIES

Behavioural competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. This position requires a high level of behavioural competence from the following areas:

- Communication
- Achievement
- Flexibility
- Relationship Building for Influence

RESPONSIBILITIES

This term position is responsible for the following specific outcomes:

- Complete review and update of the Antigonish Regional Emergency Management Plan;
- Collaborate with provincial EMO to facilitate training and regular table-top and functional exercises for all municipal and community officials with an emergency management role;
- Coordination of emergency planning among key stakeholders, specifically between the AREMO and St. Francis Xavier University; and
- Develop a regional approach to comfort and warming centres by engaging with community partners and facilities.

The following is a general outline of the duties and responsibilities of the REMC. The listing is not intended to be all inclusive or to limit the REMC's initiative to expand his/her function beyond this scope nor is it intended to limit the CAO's & Director of Community Development's right to assign other duties.

- Coordinate emergency planning for the Antigonish region, specifically with St. Francis Xavier University and community partners such as the RCMP and Volunteer Fire Departments in both the Municipality of the County of Antigonish and the Town of Antigonish
- Chair the Emergency Management Planning Committee and maintain records of all the proceedings.
- Coordinate the Antigonish Regional Emergency Management Advisory Committee, through which advice is provided to the Warden, Mayor and Councils respecting emergency management issues and the area's state of emergency preparedness.
- Maintain the AREMO Emergency Plan.
- Ensure the Emergency Command Centre (ECC) is prepared for use.
- Facilitate, design and conduct emergency exercises.
- Collaborate with Provincial EMO to identify candidates for emergency training and ensure the goals and activities of the AREMO are complementary to provincial goals.
- Liaise with EMO NS and other agencies as required.
- Conduct emergency management related hazard assessments and risk analysis.
- Increase public awareness through education for emergency preparedness.
- Develop and maintain an inventory list of resources available for a response.
- Promote and maintain MOUs with other jurisdictions and institutions for a collaborative response to disasters.
- In consultation with the Municipal Clerk Treasurer and the Town Director of Community Development, prepare and submit the annual operating plan and operating and capital budgets to the Regional Emergency Management Advisory Committee for review and recommendation to the councils for approval.

REQUIRED QUALIFICATIONS & TRAINING

Education and Experience

Grade 12 plus experience and education in Emergency Measures Planning and Management. Experience in Law Enforcement and Military with specific experience in emergency management and planning will also be considered.

An equivalent combination of education and experience will be given consideration.

ICS Training is considered an asset, specifically:

- Basic Emergency Management (BEM) course
- Emergency Operations Centre Management (EOC) course
- ICS 100, 200 and 300

Knowledge, Skills, Abilities

- Ability to use Microsoft Word, PowerPoint and Outlook at an intermediate level
- Good written and verbal communication skills.
- Experience with TMR, VHF and HAM radios.
- Must be a self-starter and able to work independently with little supervision

WORKING CONDITIONS

This position must:

- Have a valid Nova Scotia Class 5 driver's license and use of a vehicle
- This position works in an office environment
- Be physically and emotionally able to cope with stresses and responsibilities associated with the position
- Attend meetings, both at and away from the office and outside normal business hours
- Sign a confidentiality agreement

TERMS AND CONDITIONS OF EMPLOYMENT

This position is for a term of two years, commencing of the date of hire, and has an approved salary scale.

APPLY

To apply, please submit a resume and cover letter outlining skills and qualifications via email to Steve Scannell, Director of Community Development, at sscannell@townofantigonish.ca.

The application deadline is Wednesday, February 23, 2022 at 4 p.m.