

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

50056574

Position Name (200 character maximum)

HIRA Analyst

Current Class

Program Services 2

Requested Class

Program Services 2

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

AEMA, Strategy & Systems Support/DRR

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Hazard Identification and Risk Assessment (HIRA) Analyst plays a key role in supporting the development, implementation, coordination and continuous improvement of the Government of Alberta's HIRA program.

Reporting to the Manager, Disaster Risk Reduction, the HIRA Analyst provides research, analysis and advice in the area of hazard, risk and vulnerability analysis, enterprise risk management, and emergency management, with the overarching goal of strengthening the Government of Alberta's disaster risk identification, risk assessment, and disaster risk management capacity. This would require strong knowledge and expertise in evaluating and assessing policies, programs, practices, and frameworks in other jurisdictions; options development for decision making; and continuous improvement framework. The work completed by the HIRA Analyst results in the development of background research papers to inform engagement sessions, briefing notes, internal-to-government HIRA reports, publicly available HIRA reports, and other government documents as appropriate, providing supported options and

recommendations to be advanced for review.

To be successful, the incumbent will integrate several significantly different areas of expertise such as:

- Research, policy analysis, and program development;
- Emergency management as a profession in the federal, provincial, and municipal context;
- Disaster risk management; and
- Continuous improvement

The incumbent is required to support liaison and consultation with a broad array of stakeholders and support the HIRA team's participation on working groups and other engagement forums with both internal and external audiences. The role requires a high level of adaptability and agility when working with staff in other areas of the Alberta Emergency Management Agency (e.g., Field Operations, 911 Program, Plans unit, etc.), the Government of Alberta (GOA) (e.g., Consequence Management Officers, Business Continuity Officers, and other subject matter experts), and municipal or local authority stakeholders. Due to the nature of these interactions, a high level of discretion, acumen and interpersonal skills are required to support the facilitation of these discussions to achieve the desired results.

Therefore, this role requires excellent oral and written communication skills, and the incumbent must be able to effectively communicate technical information with non-technical audiences, management, staff in different areas of the agency, the Ministry, and other stakeholders. With the subject matter of the work involved in this role, a high level of awareness of the political environment and trends in the public arena is required.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Supports the work associated with development and implementation of the HIRA program.
 - Works to maintain and sustain the HIRA framework and implementation plan, including the development of research material and supporting HIRA engagement session planning.
 - Provides support to the HIRA team as required, to achieve program goals, objectives and deliverables in a timely and consistent fashion.
 - Supports the development of briefings, materials, and correspondence related to the HIRA program and external communications of HIRA results.
2. Monitors, identifies, researches, and analyses risk assessment best practices to determine emerging trends and to support continuous improvement of the HIRA program.
 - Ensures the accuracy and validity of the data used throughout the research process so that the research products can reliably support future HIRA analyses and evaluations.
 - Supports the development and review of written documentation (briefing notes, HIRA Reports, PPT presentations) that summarizes and synthesizes outputs of HIRA research and analysis.
 - Research and scanning of HIRA frameworks in other jurisdictions to support and inform the development and maintenance of the HIRA program.
 - Conducts various e-scans to contribute to the development of options. This includes reviewing databases, legal databases, academic sources, other jurisdiction's legislation, association publications, current events, and stakeholder networks at the national and international levels.
3. Collects and analyses risk assessment reports from across GOA ministries and supports the consolidation

of this information into the HIRA engagement process.

- Supports effective collaboration with a broad range of internal and external stakeholders to establish and maintain the HIRA program for AEMA and support the delivery of the consolidated provincial HIRA report.
4. Supports the development and delivery of HIRA training and education programs to support municipalities and other local authorities.
- Provide assistance to other GOA departments and municipalities that are completing their own HIRA assessments.
 - Support development of project scope, identifying key requirements, identifying internal and external stakeholders, and defining project outcomes.
5. Supports the planning and implementation of stakeholder engagement plans, including recommending engagement methods, contributing to the preparation of engagement material, and direct stakeholder interaction.
- Contribute to facilitating stakeholder engagement sessions, including for HIRA training and HIRA assessments.
 - Participates in cross-government initiatives, as necessary, to represent the HIRA team and sustain effective government-wide collaboration on disaster management.
6. This position may be required to work in the Provincial Emergency Coordination Centre as needed during emergencies in order to coordinate provincial emergency response efforts and/or support/advise/assist government ministries, municipalities, First Nations and/or other organizations. In these circumstances, the position may require working extended and irregular hours and/or shifts with minimal or no notice, particularly during emergencies and exercises.

Problem Solving

Typical problems solved:

Typical challenges for the HIRA Analyst:

1. Ensure HIRA research methodologically is grounded in best practice and products are reliable.
2. Due to the developing nature of hazard risk assessment globally, the HIRA Analyst may be required to initiate contact and develop relationships with groups that are not traditional for the emergency management profession. This will require a high degree of tact, agility, and awareness.
3. Work with a various partner groups to identify common values and goals to contribute to HIRA's implementation and sustainability. Through this work, diversity of all Albertans must be considered and reflected in HIRA program materials.
4. This work requires a high degree of tact, agility, and awareness to make positive in-roads with stakeholder groups that may be difficult or resistant to engagement from the provincial government.
5. Analyze complex information. Develop, and propose strategic options in an ambiguous and changing environment.
6. React to competing or changing priorities, and propose, or adapt to solutions proposed by others, to satisfy all parties.
7. Awareness of the political environment will be important to ensure outreach efforts are well received.
8. Agile in tracking new developments in the professions of disaster risk and emergency management and

applying them within the context of HIRA and Alberta communities.

Types of guidance available for problem solving:

This role works independently and in collaboration with the HIRA team in fulfilling assigned tasks, referring complex matters to the Manager, Disaster Risk Reduction.

Direct or indirect impacts of decisions:

Internal Impacts

1. The position will coordinate the research enterprise for the DRR unit to support the HIRA program implementation and improvement.
2. The work of this position promotes disaster risk reduction efforts, improves disaster response, and fosters community resilience throughout the province.
3. The work of this position directly supports Key Objective 4.1 of the Public Safety and Emergency Services Business Plan (2025-2028): "support Albertans and communities to raise their awareness of disaster risk and preventative action."

External impacts:

1. The Position will support the successful application of HIRA methodology in local authorities across the province.
2. The position will support the formation of new partnerships and inform the creation of HIRA materials and resources available to HIRA partners and the public. Supports surveys and other initiatives to solicit feedback or cooperation from external stakeholders to allow for program evaluation.

Key Relationships

Major stakeholders and purpose of interactions:

Manager, Disaster Risk Reduction

- Functional supervisor
- Responds to requests directly when required, provides progress reports and briefings as needed.

HIRA Team

- Receives assignments and tasks as required.
- Refers complex issues for consultation and advice.
- Provides briefings and status updates on work activities.

Agency Management and Program Area Staff

- Participates on teams and provides consulting services to explore and scope needs, issues, projects, and initiatives.
- Support working sessions for projects.

Support Services Management

- Supports consultations with internal GOA and external partners.
- Responds to queries from within and outside the AEMA, as required.

Staff in Other Divisions or Ministries

- Participates in working groups or communities of interest.
- Supports consultations and provides advice and expertise on the implementation of the HIRA Framework, as required.
- Collaborates with peers on joint initiatives, frequently as the designated agency representative.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Arts	Other	

If other, specify:

Emergency Management, Political Science, Psychology, Public Admin, Sociology, and related disciplines

Job-specific experience, technical competencies, certification and/or training:

Knowledge

- Knowledge of hazard identification and risk assessments and risk assessment methodologies (e.g. ISO 31000 on Risk Management and Canadian Standards Association CSA Q850-97), and enterprise risk management.
- Knowledge of risk management systems, tools and processes, and project management principles and practices.
- Experience working in a public safety environment with emphasis on working with multiple and constantly evolving partners.
- Knowledge of relevant ministry policies, developments, trends, external agreements, and legislation (Emergency Management Act, Government Emergency Management Regulation, Local Authority Emergency Management Regulation, Disaster Recovery Regulation, and the Alberta Emergency Plan).
- Knowledge of emergency management as a profession, and the responsibilities and activities that fall under emergency management roles.
- Awareness of relevant government, review and approval processes.
- Awareness of current policy priorities across the GOA and AEMA.
- Knowledge of policy approval processes, and reporting requirements.

Skills

- Ability to use different research approaches (e.g., quantitative, qualitative) to assess and interpret data and information.
- Extensive knowledge and experience using different policy evaluation and environmental scanning tools.
- Ability to conduct cross-jurisdictional legislative, regulatory, and policy research.
- Ability to complete projects or ongoing activities dealing with complex, multi-disciplinary challenges requiring the input of multiple stakeholder groups.
- Ability to develop effective working relationships with cross-functional teams comprised of various levels of an organization, and building collaborative relationships with various stakeholders and partners.
- Superior writing and presentation skills, and ability to develop, manage and deliver training programs.
- Demonstrated strategic thinking, planning and organizational skills.
- Demonstrated ability to prioritize and manage conflicting demands, multiple issues and tight

deadlines.

- Ability to work independently or as part of a team with people at different organizational levels.
- Flexibility and the ability to work in an environment with changing priorities, short timelines, and potentially competing demands.

Education

- A university degree in a related field such as emergency management, political science, sociology, psychology, risk management or business continuity planning. Equivalencies may be considered.
- Relevant education in Risk Management, Business Continuity and Emergency Management are considered an asset.
- Completion or enrolment in a program leading to a project management certificate through the Project Management Institute of Canada is desirable.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	Responsible for analyzing complex information and developing and proposing strategic options in an ambiguous and changing environment.
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	Able to apply HIRA's systems model based methodology consistently in a variety of analytical contexts.
Build Collaborative Environments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others 	Works closely with internal (i.e., All GoA Ministries) and external stakeholders (i.e., municipalities, First

		<ul style="list-style-type: none"> • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	Nations and Metis settlements) who use and support the application of the HIRA methodology.
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	Responsible for gathering source information, collating, analyzing and synthesizing data from a variety of sources to support the creation of HIRA reports and supporting tools.

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Research and Policy Analyst (022PS40)

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

_____	_____	_____
Employee Name	Date yyyy-mm-dd	Employee Signature
_____	_____	_____
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
_____	_____	_____
ADM Name	Date yyyy-mm-dd	ADM Signature