

Update

Ministry

Describe: Basic Job Details
Position

Position ID

Position Name (30 characters)

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value
Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Ministry Liaison Officer to the Occupational Health and Safety (OH&S) program and attend meetings of ministry OH&S committees.

One of the ministry Consequence Management Officers (CMO) that deploys to the Provincial Emergency Coordination Centre during Level 4 activations in response to major disasters.

Backup Business Continuity Officer (BCO) for the department in accordance with established legislation and policies.

Primary member of the EMSS team that coordinates daily meetings of the Emergency Management Team (EMT) during activations of the Departmental Emergency Coordination Centre (DECC).

Proxy Incident Commander during absences of the Director, EMSS during Operational Level 3 activations in response to major disasters and emergencies.

Responsibilities Removed:

N/A

Job Purpose and Organizational Context

Why the job exists:

This position reports to the Director of Emergency Management and Security Services and is responsible for providing leadership and support to the ministry's emergency management program. This includes Facility Emergency Response, Business Continuity, Consequence Management and Occupational Health and Safety. In accordance with the Government Emergency Management Regulations (GEMR), each department must prepare, implement and maintain plans, including reviewing the effectiveness of the plans, as required under section 2 of the GEMR and the Alberta Emergency Plan.

The position makes a significant contribution by fulfilling accountability obligations for the ministry established in the Emergency Management Act. In addition, the Assistant Deputy Minister Public Safety Committee (ADMPSC) is the designated governance body that provides guidance, strategic direction and oversight for the Facility Emergency Preparedness Program (FEPP) and requires that members will ensure that any facilities for which their ministry is the Primary Occupying Department (POD) have emergency plans that comply with the FEPP and will report progress in completing and updating these plans. The POD is the ministry with the majority of government employees and Children and Family Services is POD in 68 facilities in the province.

Responsibilities

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

1. This position provides expertise and guidance to the ministry's Facility Emergency Planning Program and has a direct impact on the entire ministry in the development of emergency management best practices, policies and procedures:

- Assists in the development, management and evaluation of all Facility Emergency Response Plans (FERP) in facilities where the ministry is the POD.
- Works with the FERCs at POD sites to develop and maintain up-to-date FERPs that establish procedures for staff, visitors and contractors in the building to safely and effectively respond to emergencies.
- Ensures that FERCs are properly trained to lead the Facility Emergency Response Team (FERT), made up of employees from other government departments, to ensure that they assign staff as floor wardens and first-aiders and are trained in their FERT duties.
- Assists in the development and provision of exercises and training to test the viability of the FERPs.
- Maintains a close relationship with the primary FEPP Advisor at Alberta Infrastructure and ensures that all FERPs are reviewed and updated prior to 30 June every year.
- Reviews the annual FERP audit conducted by Alberta Infrastructure and makes the recommended amendments to the audited FERPs.
- Maintains an information repository of facility emergency response plans and other hazard-specific emergency plans in the EMSS Sharepoint site.
- Provides leadership as the FERC for Sterling Place and coordinates floor wardens and first aiders for all GoA units in the building. Attends all workplace meetings conducted by building management and acts as the ministry liaison during fire drills.

2. EMSS must maintain an adequate level of preparedness to ensure the ministry has the capacity to meet its legislated obligations and to respond to, and recover from emergency and disaster situations:

- During activations of the Provincial Emergency Coordination Centre (PECC) due to large scale disasters, this position must be capable of representing the ministry as a qualified and knowledgeable Consequence Management Officer (CMO) and able to speak on behalf of the department.
- With minimal direction, the position must manage communication linkages and relationships with other divisions, ministries and external stakeholders regarding emergency management activities.
- Be familiar with the PECC's Alberta Critical Knowledge Network (ACKNet) and report on ministry response and recovery activities in daily Situation Reports (SITREP) and Executive Summaries (EXSUM).
- As one of the CMOs, participate in hot-wash sessions at the PECC and provide ministry input to Post-incident assessments to ensure that lessons learned are appropriately captured.

3. In accordance with the EMSS Operational Procedures and Guidelines, this position provides leadership to the EMT during activations of the Departmental Emergency Coordination Centre (DECC) in response to major disasters:

- Assists in the development of daily SITREPs for the DECC and ensures that they are archived for post-incident assessment activity.
- Maintains close liaison with the EMT members to record major issues that occur during major disasters and routes them to the appropriate section for resolution.
- Coordinates and produces daily briefings to the EMT during activations of the DECC and ensures that the transcripts and attendance lists are properly archived in the CFS EMT Teams Channel.
- Adds the major issues to the daily SITREP and coordinates response efforts until they are resolved. Provides direction to the EMT based on the strategic direction and guidance from senior management.
- Takes a leadership role as Deputy Incident Commander in the DECC during the absence of the Director.
- Provides input on the integration and implementation of emergency management technology, communication and information management tools in order to improve the ministry's capacity to respond to business disruptions and emergencies.

4. Provides expertise for the EMSS team as the ministry's liaison officer for the Occupational Health and Safety (OH&S) and backup Business Continuity Officer (BCO):

- Acts as a knowledgeable emergency management resource when participating in OH&S committee meetings when requested from any CFS facility.
- Coordinates all emergency preparedness actions required by the OH&S program and ensure that each ministry facility has representatives on the FERTs.
- Has a clear understanding of the business continuity program for the ministry and provide backup support to the ESO BC during absences.
- Liaises with ministry facilities that experience business disruptions, gathers information for the development of SITREPs to senior leadership and attends meetings of the selected EMT members to develop response and recovery plans.

Problem Solving

Typical problems solved:

The ESO functions independently within a wide range of legislation and mandates, often dealing with complex situations during disaster or emergency response where mandates and jurisdictions overlap and are not clearly defined. The work done to identify and mitigate the various risk factors within the program areas will ensure that the department will have the capability to effectively recover from an emergency event and that the staff will be confident that their work-space will remain a safe and positive environment.

The work of this position results in the department being prepared to respond to an emergency event via the FEPP program as well as the overall welfare and safety of the staff via the OH&S Program. The position is responsible for implementing the "big picture" strategic direction for these programs while ensuring the programs remain in alignment with legislation, policies, and plans. Advice and recommendations are provided to senior management to inform decision-making at the department level. This can be accomplished through the production of well informed briefing notes or through the delivery of FERP-related briefings to the Executive Team. The ESO FER also brings together staff from all divisions to support emergency planning and understand how their roles affect the department's plans and actions. In addition, the ESO FER works with counterparts in other ministries on GOA-wide plans and exercises.

Creativity is required when trying to influence a course of action or recommend a solution to an emerging situation. As the subject matter expert for the ministry, the ESO FER will be involved in the most complex and contentious issues, requiring creativity and advanced problem solving. The position will encounter unique situations where the solutions may be unknown. Creativity is also required when developing training and exercise plans so that they are relevant to the department's needs and objectives.

Types of guidance available for problem solving:

- The Alberta Infrastructure Facility Emergency Planning Program Sharepoint site.
- Effective consultation with the Alberta Infrastructure FEPP Advisor.
- The Alberta Emergency Plan.
- The CFS Operational Procedures and Guidelines Document for Emergency Management.
- The Government of Alberta Occupational Health and Safety Program.
- The cross-government Business Continuity/EM Community of Practice.

Direct or indirect impacts of decisions:

- Direct impacts include the ability for ministry staff at work-sites to be able to competently respond to emergencies and disasters through effective facility emergency response and business continuity planning efforts.
- The effective conduct of the Departmental Emergency Coordination Centre during activations in response to disasters that impact ministry staff, clients and resources.
- The successful collaboration with cross-government and external emergency management partners through effective communications and reporting procedures.

Key Relationships

Major stakeholders and purpose of interactions:

Internal Stakeholders:

- Managers, Directors, Executive Directors and the Executive Team - provide recommendations for appropriate strategies; share experiences and lessons learned in an effort to foster a comprehensive approach to a broad range of emergency planning issues; raise awareness of emerging issues of significant impact.
- As proxy for the Director of EMSS during absences, the position will provide advice to the ADM RQB and the Executive Team to ensure that they are aware of emergency management activities impacting the ministry and to provide recommendations on the appropriate response plans.
- Branch staff across the department - coordinate the development and maintenance of Facility Emergency Response, Business Continuity and Disaster Recovery Plans; provide advice on emergency planning; deliver training and facilitate testing.

External Stakeholders:

- Cross-government teams related to emergency management - represent the department's input and perspectives; transfer information back to the department.
- Alberta Emergency Management Agency - liaise, share information regarding the department's roles and responsibilities, and participate in GOA-wide coordination for emergency response and recovery planning.
- Peers with similar responsibilities in other departments - networks to maintain current knowledge and learn about best practices within the emergency management community.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

- Extensive knowledge of regulatory obligations under provincial legislation related to emergency planning and response including the Emergency Management Act, the Government Emergency Management Regulations and the Alberta Emergency Plan.
- Sound knowledge of emergency management planning procedures, focusing on government emergency planning, facility emergency response, business continuity and crisis communication management.
- Completion of the PECC's Basic Emergency Management (BEM) course and a minimum of Incident Command System (ICS) Level 200 course.
- Basic training on the PECC's Alberta Critical Knowledge Network (ACKNet).
- Certification as a Business Continuity Professional either through the Disaster Recovery Institute (DRI) Canada or the International Standards Organization (ISO 22301).
- Strong written communication skills to prepare briefings, presentations, training materials, etc. for a variety of audiences.
- Related degree with a minimum of three years of experience or equivalent in facility emergency response, business continuity and emergency and disaster response planning.

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		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>Ensure that all Facility Emergency Response Plans (FERP) are reviewed annually and that the appropriate staff are trained in their respective roles.</p> <p>Maintain awareness of all cross-government EM initiatives, meetings and programs. Attend PECC training session for Consequence Management Officers and maintain currency on IT systems such as ACKNet and Alberta Geo-spatial platforms</p>

<p>Creative Problem Solving</p>	<p><input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>During business disruptions or work-site emergencies at any level, establish contact with the FERC as the main point of contact for response and recovery activities.</p> <p>Coordinate meetings of the appropriate EMT membership to address all issues and to support mitigation planning until the problem is resolved and the staff have resumed normal operations.</p> <p>Collaborate with Alberta Infrastructure to ensure that issues with work-site FERPs are reviewed and enhanced as per FEPP guidelines.</p>
<p>Develop Networks</p>	<p><input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	<p>Develop and deliver an in-person training plan with regional managers and front-line staff to promote emergency management within the ministry. Conduct Table-top exercises so that staff are aware of the processes and procedures to follow in the event of a business disruption.</p> <p>Participate in the Business Continuity/EM Community of Practice to share ideas and attend meetings, Business Continuity Forums across the GoA.</p> <p>Participate in Emergency Management Exercise (EMX) planning conferences to ensure that CFS is well represented and can achieve training objectives for the EMT.</p>
<p>Build Collaborative Environments</p>	<p><input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Collaborates across functional areas and</p>	<p>Provide annual training for all members of the</p>

