

New

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Logistics Readiness Officer

Requested Class

Program Services 3

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant (2 positions)

Organizational Structure

Division, Branch/Unit

AEMA, Systems & Strategy Supports

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 Logistics Support Section of the Alberta Emergency Management Agency (AEMA) and Provincial Emergency Coordination Centre (PECC) is responsible for providing the resources, services, and support to ensure preparedness for and response to natural disasters within the Province.

Reporting to the Manager, Logistics Readiness, the Logistics Readiness Officers (LROs) play a pivotal role in enhancing the ability to proactively plan and effectively respond to emergencies and disasters through timely and cost effective procurement, distribution, and maintenance of resources, ensuring that personnel, equipment, and supplies are ready and available.

Responsibilities

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

AEMA Logistics Operations

- Evaluate and make recommendations to the Manager, Logistics Readiness to support day-to-day AEMA operations, including:
 - procurement of supplies, services, and resources, assess and report on vendor and contractor performance, and ensure alignment with ministry and GoA procurement policies and practices.
 - coordination of activities with vendors and suppliers ensuring the supply of vital resources through vendor capacity assessment.

- supporting the maintenance of the Personal Protective Equipment Strategic Stockpile to ensure readiness year-round.
- Maintain and assess the integrity of records for resource status, deployments and logistics activities.
- Develop and maintain standard operating procedures (SOPs) for daily logistics operations.
- Supporting the Manager to work with respective areas to reach compliance with, and participation in, Occupational Health and Safety & Facility Emergency Response planning activities for the AEMA.
- Procure and maintain supply of AEMA clothing that are in compliance with the AEMA and GoA Visual Identity policies and standards.
- Maintain current inventory of AEMA attractive assets and manage procurement and deployment of same.
- Assist the Manager, Logistics Readiness with executing, monitoring, evaluating, and reporting on key performance indicators (KPIs).
- Conduct analysis and provide a briefing of logistics operation trends, past performance, and forecast demand to support decision-making.

PECC Logistics Operational Readiness

- Develop and maintain robust Standard Operating Procedures (SOP)s for the PECC Logistics Section roles to ensure a rapid, coordinated, and efficient response during emergencies.
- Coordinate logistics and resources, including procuring, storing and distributing essential supplies and resources, ensuring the necessary resources are readily available when disaster strikes.
- Maintain a robust inventory and vendor list, including contact information, asset availability, storage facilities and contract development, to improve the ability to respond quickly and efficiently to support communities in need.
- Ensure a smooth transition from response to recovery, including tracking and demobilization of assets.
- Develop and conduct training programs and exercises to enhance the skills and knowledge of staff, enabling them to respond effectively in crisis situations.
- Support the AEMA annual Emergency Management Exercise to test the readiness of logistics systems and identify areas for improvement.
- Build and maintain partnerships and foster relationships with external organizations, including government agencies, NGOs, and community groups to ensure effective communication during emergencies.
- Conduct thorough evaluations and gather lessons learned following an emergency or disaster event.
 - This involves leading post-incident reviews for the logistics section, identifying areas for improvement, and implementing corrective actions to enhance future emergency response capabilities.
- Provide recommendations on functionality and integration to optimize emergency management software and desktop software (e.g. ACKNet, or its replacement, Emergency Support Offers Tracking (ESOT) and Wildland Urban Interface Fires (WUI) applications).

Problem Solving

Typical problems solved:

- Identify and address inefficiencies in logistics and implement initiatives to streamline workflows, and resource utilization to improve operational efficiency.
- Ensure regulatory compliance for readiness activities, addressing issues such as licensing, permits, OH&S safety regulations and environmental standards.
- Mitigate supply chain disruptions by developing contingency plans, establishing alternative suppliers, and implementing strategies to ensure uninterrupted operations.
- Optimize inventory levels, prevent stock-outs, and minimize excess inventory through effective forecasting, demand planning, and inventory control measures to enhance operational efficiency and to reduce costs of the Personal Protective Equipment Strategic Stockpiles.
- Foster collaboration and communication with internal and external stakeholders, including suppliers, vendors, regulatory agencies, and other departments, to address concerns, resolve issues, and ensure alignment with Agency goals and objectives.
- Conduct and evaluate risk assessments to anticipate logistics challenges; develop and recommend mitigation strategy options for the Manager's review.

Types of guidance available for problem solving:

- Existing policies and legislation is available to provide guidance in decision-making (e.g. Standard Operating Procedures (SOPs), Department Policies and Procedures, Provincial and/or Federal Legislation)
- Manager, Logistics Readiness is available to provide direction on the alignment of proposed recommendations with strategic direction.
- Director, Logistics Support or other Senior Management
- PECC Director or other Section Leads/staff
- Other GoA departments, such as Legal, CPE, Infrastructure, PSES Corporate Services, are available for matters that require participation and collaboration for issue resolution.

Direct or indirect impacts of decisions:

Decisions made by the Logistics Readiness Officers have a direct and immediate impact on the day-to-day operations of Logistics Support and PECC Logistics Section and may indirectly impact performance and customer relationships.

Direct Impacts

- The Logistics Readiness Officer's decisions directly influence:
 - the efficiency of operations, ensuring timely and accurate standardized processes.
 - the availability, allocation and readiness of resources, including personnel, equipment, and inventory.
 - procurement, transportation, inventory management and associated costs.
 - cost savings and efficient resource utilization.
 - the AEMA's reputation and legal standing as it relates to compliance with regulations and risk assessment.
 - the Section's ability to handle unexpected disruptions.
 - emergency response planning activities and benefits to the overall incident response.

Indirect Impacts:

- The Logistics Readiness Officer's decisions indirectly influence:
 - stakeholder and partner satisfaction.
 - efficient Section processes to provide timely and effective response experiences improving both the AEMA and GoA's reputation.
 - section operation efficiency which positively impacts employee morale and productivity by reducing red tape and staff frustration by streamlining process.
 - the financial performance of the section.
 - Section achievements and alignment with AEMA's long-term strategic goals and objectives.

Key Relationships

Major stakeholders and purpose of interactions:

Manager, Logistics Readiness: Provides leadership and expertise; enhance staff understanding of initiatives and business opportunities; contributes to planning and managing resources to meet requirements of initiatives; supports development of skills and capacity.

Director, Logistics Support: Provides advice and guidance on a range of issues related to unit functions; provides inputs into unit planning, reporting and AEMA information demands.

Internal Departments and Units: Coordinate with internal departments (e.g., HR, IT) to ensure that internal logistics, such as personnel management and technology support, are aligned with incident needs.

External Agencies and Organizations: Coordinate logistics support with external agencies, suppliers, vendors, and partners to share information on resource availability, capability and negotiate contracts.

Emergency Responders (Field Personnel): Provide logistics support to field personnel by ensuring timely and appropriate provision of resources, equipment, and supplies.

Safety Officer: Work with the Safety Officer to address safety hazards, and ensure that logistics operations comply with safety protocols and standards.

Community Representatives: Engage with community representatives to provide information on logistics support and resource availability based on local needs and concerns.

Logistics Personnel and Teams: Directly coordinate staff training, knowledge management for logistics personnel ensuring they are equipped to fulfill their roles.

PECC Director: Coordinate with the IC to understand incident priorities, objectives, and strategies.

Provide logistics support to ensure resources are aligned with incident needs.
Operations Section Chief: Collaborate to continue logistics operations with overall incident operations to seamlessly support field operations.
Planning Section Chief: Collaborate to provide resource needs and availability to support the Logistics Section chief input to the incident action plans (IAPs) for future operational periods.
Finance/Administration Section Chief: Work closely to manage financial aspects of logistics, including procurement, contracts, and resource costs and reporting.
Other internal AEMA Management and Non-Management staff.

Required Education, Experience and Technical Competencies

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

If other, specify:
 Could also have a Diploma with the required years of work experience.

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

This position requires knowledge of:

- Best practices for policy development, monitoring, and evaluation.
- Government business plans, structures, operations, and reporting relationships.
- Consultation and collaboration techniques.
- Strategic thinking, planning, procurement, and project management practices.
- Creative problem-solving, agile decision-making, results-focused business planning.

This position requires demonstrated experience in:

- Project and time management skills.
- Political acumen.
- Client service, continuous improvement and innovation.
- Interpersonal communication and relationship management to consult and negotiate with suppliers, vendors, other stakeholders who have varying perspectives, expectations, and priorities.
- Influential conflict resolution to build consensus, and motivate others.
- Verbal and written communication skills to develop written materials, analysis and delivery of information to internal and external stakeholders.
- Ability to manage change positively and proactively.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences	This position requires adaptability and versatility in an ever-changing environment. Requires innovation, ability to perform research and risk-assessment to help ensure the overall success of the AEMA and GoA.
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: • Asks questions to understand a problem	Works closely with internal and external stakeholders to identify and resolve issues to achieve AEMA timelines and goals.

		<ul style="list-style-type: none"> • 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 	Requires innovation and creativity to generate new ideas and / or solutions to meet current and future needs of the AEMA.
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 • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	Ability to work in team environments to produce effective SOPs, AARs, etc. Request input from others, open to feedback, bringing stakeholders together for creative and sustainable solutions.
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	Able to change quickly and assess what changes may be needed to support a more efficient, smooth, or accurate process. Implements required efficiencies and continuous improvement alerting other to potential unintended consequences. Provides solutions when changes may not be as proposed, and works with colleagues to ensure a best fit solution is found.
Develop Self and Others	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Seeks out learning and knowledge-sharing opportunities:</p> <ul style="list-style-type: none"> • Reflects on performance and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports 	This position openly shares knowledge, skills, and experiences to advance the knowledge of peers and team members. Enjoys also learning new skill-sets to share with others.

Benchmarks

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

023PS68 Research, Planning & Policy Analyst
023PS72 Policy & Planning Consultant

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

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature