

Public (when completed)

Common Government

[Guide](#) [Benchmarks](#) [Competencies](#) [?](#)**New**

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

PECC Readiness and Response Officer

Requested Class

Program Services 2

Job Focus



Supervisory Level

Operations/Program

00 - No Supervision

Agency (ministry) code



Cost Centre



Program Code: (enter if required)

**Employee**

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

AEMA, Central Operations/PECC

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

PECC Readiness and Response TL

Program Services 4

Design: Identify Job Duties and Value**Job Purpose and Organizational Context** [?](#)

Why the job exists:

The Government of Alberta (GoA) Alberta Emergency Management Agency (AEMA) is accountable and responsible to Albertans, and to their communities, for the protection of people, their property, the environment and the economy from the effects of disasters and emergency incidents. Alberta relies on a decentralized public safety system for managing the various emergency incidents that occur every year. The System is made up of many stakeholders and partners including FPT (Federal/Provincial/Territorial) governments and ministries, municipal agencies, non-governmental organizations (NGOs), industry, First Nation communities and Metis Settlements. AEMA accomplishes its mandate by effectively and successfully, leading the coordination, collaboration and cooperation between all entities involved, the mitigation, preparedness, response and recovery activities, within this diverse partnership.

The Provincial Emergency Coordination Centre (PECC) is the key public safety coordination point for the GoA. It is the entity through which critical and routine public safety information is received and disseminated within government and across to federal and NGO PS partners. The PECC performs two

parallel and equally important functions in this respect. Firstly, it facilitates the coordination of operational and occasionally tactical responses to emergencies and disasters across the province of Alberta. Secondly, it supports the passage of information to executive decision-makers and elected officials, assuring their situational awareness and support where necessary, during such events.

Reporting to the PECC Readiness and Response Team Lead, in the Central Operations Branch of AEMA, the PECC Readiness and Response Officer plays a pivotal role in supporting the seamless coordination and execution of PECC activities. This position is responsible for supporting the operational readiness and response effectiveness at the PECC. This position focuses on supporting training coordination, resource and capability management, strategic communication, coordination of emergency preparedness activities, operational support and problem solving, and ensuring that the PECC operates seamlessly in times of crisis.

This position, as part of a dynamic results focused team, drives for excellence and ultimately contributes to the AEMA's short and long-term objectives with precision and agility.

Responsibilities



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

Training Coordination

- Design and facilitate engaging training programs and tools for PECC staff and augmentees, ensuring comprehensive understanding of emergency management protocols and PECC operations.
- In close collaboration with the Readiness and Response Team Lead implement and facilitate the designed training programs.
- Lead assessments of ongoing training needs in coordination with section chiefs and stakeholders, aligning resources to improve staff effectiveness.
- Evaluate and refine the training curriculum in collaboration with the Readiness and Response Team Lead to ensure compliance with best practices and continuous improvement.

Resource and Capability Management

- In collaboration with Readiness and Response Team Lead work with applicable AEMA Staff, Section Chiefs, Consequence Management Officers and Business Continuity Officers (CMO's/BCO's), etc. to assess and identify training needs and resource requirements for staff, augmentees, and applicable stakeholders.
- Oversee the management of inventory for training and operational resources, ensuring availability and readiness at all times.
- Assist in the development and maintenance of Standard Operating Procedures for PECC readiness, providing recommendations for policy updates / changes as needed.
- Conduct gap analysis to identify training and resource needs, reporting findings to the Readiness and Response Team Lead.

Coordination of Emergency Preparedness Activities

- Lead and coordinate readiness exercises and simulations, ensuring effective participation from relevant stakeholders while evaluating outcomes and areas for improvement.
- Assist in monitoring and evaluation of the performance of augmentees, providing feedback and recommendations, particularly with respect to the need for additional training (as necessary).
- Assist the Readiness and Response Team Lead in coordination of the annual hazard briefing, preparing comprehensive, current and relevant materials for AEMA stakeholders and ensuring relevant hazards are highlighted and addressed.
- As applicable, develop partnerships with external organizations to enhance collaborative emergency response efforts.

- In coordination with Readiness and Response Team Lead, support special projects as applicable.

Strategic Communication and Reporting

- Prepare detailed reports and briefings for senior officials on PECC readiness and training updates, highlighting key findings and recommendations.
- Foster effective relationships with stakeholders, including municipal officials and NGOs, to facilitate information sharing and collaborative initiatives.
- Foster a respectful, responsive and productive atmosphere amongst stakeholders, utilizing active listening skills to assist program staff with the identification, analysis, and setting of PECC priorities, expectations, and guidelines.
- Provide applicable reports and updates to inform the development of PECC Readiness and Training.
- Support the development of briefings, background papers, and strategies for senior officials on key findings with respect to current policy directions and their implications for emergency management and the PECC.

Problem Solving



Typical problems solved:

Operational Support and Problem Solving

- Identify operational inefficiencies related to PECC processes and recommend solutions to improve work-flows and resource utilization.
- Identify operational issues related to IT equipment downtime and support the development and implementation of regular testing of PECC equipment necessary to the functioning of the PECC in order to minimize disruptions to PECC operations
- Assist in the development and execution of emergency preparedness plans that mitigate risks associated with potential emergencies.
- Make sure the PECC response infrastructure (i.e., particularly the PECC "Floor", that is the central response area of the facility), is prepared and ready to be utilized during activations.
- Support the operations of the PECC during times of activation, as applicable.

Types of guidance available for problem solving:

- The PECC Readiness and Response Team Lead, as well as the PECC Manager are available to provide applicable direction, guidance, feedback and mentoring.
- Network of internal and external to AEMA management and other subject matter expert staff is available to provide assistance for applicable issues or problems.
- Availability of further education and training.

Direct or indirect impacts of decisions:

Direct Impacts:

- Provision of all necessary supports to the PECC Readiness and Response Team Lead and PECC Manager.
- Operational Readiness of PECC.
- Well-designed training programs ensuring PECC staff and augmentees are prepared for real-world emergencies, leading to quicker, more efficient crisis response.
- Appropriate resource allocation, including equipment availability, personnel readiness, and response capability.
- Updates and improvements to Standard Operating Procedures strengthening and streamlining work-flows, eliminating inefficiencies, and enhancing emergency response coordination.

- Hazard Awareness and Preparedness.

- Well functioning team.

Indirect Impacts:

- Fostering strong public confidence and trust in government's response capabilities and overall community resilience with respect to emergency preparedness and response (particularly with respect to the PECC, as per its mandate).
- Contributing to inter-agency and multi-stakeholder collaboration.
- Contributing to long term resource and operational planning.
- Identifying gaps in training and resources ensures sustained improvements in readiness, preventing future emergency response failures.

Key Relationships ?

Major stakeholders and purpose of interactions:

Internal to Government:

- Work closely with the PECC Readiness and Response Team Lead and PECC Manager, and other unit and PECC staff (as applicable) to ensure achievement of team and operational goals.

External to Government:

- Engage with all applicable partners and stakeholders, as necessary / needed, (particularly provincial community officials and emergency management personnel) to promote collaborative preparedness efforts.

Required Education, Experience and Technical Competencies ?

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Other		

If other, specify:

Could also have a Certificate, a combination of applicable other education & experience will be considered

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

- Demonstrated experience in training, training process and materials development, training implementation, facilitation and program management.
- Demonstrated experience in physical asset management, restacking of physical space, software updates to applicable IT assets, facilitation of evergreening processes of applicable IT hardware assets, asset tracking and development of floor plan maps.
- Excellent interpersonal and communication skills for effective stakeholder engagement.
- Demonstrated ability to be a team player, while also being able to work independently with minimum supervision (as applicable).
- Proficient organizational skills focused on managing multiple, at times competing, priorities effectively.
- Previous Emergency Management experience, with an understanding of emergency management frameworks and best practices is an asset.

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		
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> Identifies alternative approaches and supports others to do the same Proactively explains impact of changes Anticipates and mitigates emotions of others Anticipates obstacles and stays focused on goals Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>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.</p> <p>Sees impact of work on the organization - The officer ensures PECC training, readiness, and policy updates contribute to Alberta's emergency response effectiveness.</p> <p>Anticipates change based on activities in other areas - Adjusts training programs, resource management, and response strategies based on emerging threats, legislative shifts, or new technologies in emergency management.</p> <p>Considers how own work impacts others and vice versa - Every decision made --whether in training, SOP development, or stakeholder coordination --affects response teams, government agencies, and communities.</p> <p>Asks questions to understand broader goals - Engages with senior officials, section chiefs, and external partners to ensure all initiatives align with Alberta's overarching</p>

			<p>emergency preparedness strategies.</p> <p>Aware of how the organization adds value - Recognizes that AEMA's effectiveness in disaster response and preparedness directly protects communities, mitigates risks, and enhances inter-agency collaboration.</p>
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input 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 	<p>Works closely with internal and external stakeholders to identify and resolve issues to achieve AEMA timelines and goals.</p> <p>Generates new ways of thinking - Emergency situations evolve, requiring the officer to think beyond conventional solutions for training, resource management, and operational readiness.</p> <p>Ensures the right questions are asked - Conducting gap analyses, readiness evaluations, and training needs assessments ensures preparedness issues are addressed effectively.</p> <p>Eliminates barriers to creativity and innovation - the officer streamlines processes, updates policies, and removes inefficiencies that hinder effective emergency response.</p> <p>Encourages a culture of innovation - By fostering collaborative problem-solving among PECC staff and stakeholders, the</p>

			officer helps drive continuous improvement in Alberta's emergency preparedness.
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input 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 	<p>Ability to work in team environments as well as independently.</p> <p>Request input from others, open to feedback, bringing stakeholders together for creative and sustainable solutions.</p> <p>Recognizes and appreciates others - Strengthens team morale by acknowledging contributions from AEMA staff, PECC augmentees, and Agency Representatives, fostering a positive and engaged workforce.</p> <p>Leverages skills and knowledge of others - Works closely with section chiefs, stakeholders, and GoA departments to ensure effective training and operational readiness.</p> <p>Genuinely values and learns from others - Engages with GoA departments, Agency Representatives and emergency management personnel, incorporating diverse perspectives to enhance preparedness strategies.</p>

Systems Thinking	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input 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>Sees impact of work on the organization - the officer ensures PECC training, readiness, and policy updates contribute to Alberta's emergency response effectiveness.</p> <p>Anticipates change based on activities in other areas - adjusts training programs, resource management, and response strategies based on emerging threats, legislative shifts, or new technologies in emergency management.</p> <p>Considers how own work impacts others and vice versa - every decision made --whether in training, SOP development, or stakeholder coordination --affects response teams, government agencies, and communities.</p> <p>Asks questions to understand broader goals - engages with senior officials, section chiefs, and external partners to ensure all initiatives align with Alberta's overarching emergency preparedness strategies.</p> <p>Aware of how the organization adds value - recognizes that AEMA's effectiveness in disaster response and preparedness directly protects communities, mitigates risks, and enhances interagency collaboration.</p>
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Benchmarks

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

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.

Vacant

Employee Name _____ Date yyyy-mm-dd _____

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

[Remove Signature](#)

[Add Signature](#)

Director / Executive Director Name _____ Date yyyy-mm-dd _____ Director / Executive Director Signature 

[Remove ADM Signature](#)

[Add ADM Signature](#)

ADM Name _____ Date yyyy-mm-dd _____ ADM Signature 

[Remove DM Signature](#)

[Add DM Signature](#)

DM Name _____ Date yyyy-mm-dd _____ DM Signature