

Update

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

50025799

Position Name (200 character maximum)

Director, Provincial Recovery Coordination

Current Class

Senior Manager (Zone 2)

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

CA38

Cost Centre

624447

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

AEMA, Recovery, Provincial Recovery Coordination

☒ Current organizational chart attached?

Supervisor's Position ID

50026116

Supervisor's Position Name (30 characters)

Executive Director, Recovery

Supervisor's Current Class

Executive Manager 1

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-09-22

Responsibilities Added:

N/A

Responsibilities Removed:

N/A

Job Purpose and Organizational Context

Why the job exists:

The Director, Provincial Recovery Coordination leads and centralizes the Government of Alberta's recovery efforts following emergencies and disasters. Reporting to the Executive Director of the Recovery Branch, this role ensures coordinated delivery of recovery programs across ministries, oversees the Provincial Recovery Framework, and provides strategic guidance for disaster recovery operations. The Director is responsible for managing financial recovery programs, including Disaster Recovery Programs (DRPs), and Hazard Assistance and Resilience Programs (HARPs) and maximizing federal reimbursements through liaison with Public Safety Canada. By facilitating cross-ministry collaboration, developing decision-making packages for Cabinet and Treasury Board, and enhancing recovery capacity through training and exercises, the Director ensures a unified, efficient, and adaptable provincial recovery system.

Responsibilities

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

Developed and maintain a comprehensive provincial disaster recovery framework to focus integration of GoA resources and to provide a central hub for collaboration and coordination of GoA recovery initiatives.

- Lead engagement with senior leaders in other ministries to build disaster recovery support thresholds for various degrees of coordination and support, address gaps and foster collaboration.
- Work with other ministries to negotiate and clarify their roles and key activities/supports in recovery.
- Foster disaster recovery policy coordination across ministries, coordinating development of policy approval documents (e.g. Requests for Decision) within overall GOA decision process.
- Liaise with federal government departments to align provincial recovery efforts with federal initiatives and represent Alberta's position on various recovery topics.
- Direct the development and implementation of a provincial recovery framework.

Develop and implement Recovery Operations Plans to expedite recovery initiatives and guide them for their duration.

- Oversee the development and sustainment of an overarching Recovery Operations Centre framework that specifies plans and programs for recovery organization structures and supports. The framework will include but is not limited to be the articulation of appropriate GoA governance structures to implement disaster recovery policy recommendations and/or resulting programs; build procedures and processes for recovery organizational structures; identify surge support for positions assigned to recovery initiatives; and plans to facilitate coordination of recovery issues;
- Oversee recovery participation in Provincial Operations Centre (POC) activations to embed recovery, as early as, possible into response actions and to provide advice and guidance on the initiation of recovery issues.
- Prioritize the preparation of Cabinet and Treasury Board recommendations and packages for financial and non-financial recovery programs and supports, meeting specified targets;
- Provide event-specific assessment and advice to executive AEMA and GoA leaders to inform the prompt initiation of supports and related decision-making made by executive leaders and government officials;
- Lead coordination between ministries for disaster recovery situational awareness and issues management;
- Facilitate connection of community needs to available recovery supports provided by other ministries or organizations through liaison with the Community Recovery Services unit;
- Provide recovery subject matter expertise to support and inform integrated recovery planning across the GoA;
- Act as key contact with any GoA disaster recovery coordinating bodies (e.g., GoA Public Safety Committee);
- Work with other senior ministry leaders to deliver provincial recovery initiatives that reflect strategic direction on a timely and effective basis;

- Oversee the development of training and exercises to enhance competence and capacity for recovery;
- Oversee the implementation and resolution/demobilization of recovery initiatives from previous recovery operations and/or disasters; and
- Oversee recovery evaluations and the development of Lessons Learned are initiated after large-scale disasters and implemented to enhance future provincial recovery efforts.

Plan, coordinate and effectively manage GoA financial resources for disaster recovery programs and services.

- Facilitate cooperation with other ministries that are involved in disaster recovery programs and services during emergent and ongoing disasters to proactively assess the potential need for specific program and services;
- Oversee the preparation and presentation of disaster recovery program recommendations, including financial estimates to the Minister, the GoA Disaster Recovery Committee (DRC) and Treasury Board;
- Oversee the establishment and closure of financial grant programs, with support from Community Recovery Services;
- Oversee the management of DRP and other financial grant programs for GoA ministries in alignment with the federal DFAA, such that they meet or exceed federal and provincial audit standards;
- Oversee the investigation and resolution of any DRP disputes, providing recommendations to the Executive Director, Managing Director and Minister;
- Work with AEMA and department of Finance to facilitate financial management of all GoA recovery programs and services and to resolve complex issues;
- Direct the financial tracking and reporting of provincial recovery initiatives; and
- Lead and coordinate cross-ministry recommendations on budget reallocations and scope changes.

Maximize cost-sharing of disasters with the Federal Government through the interpretation of agreements and guideless and development of business cases.

- Participate in negotiations with ISC regarding the provision of DRPs for First Nations on Reserves;
- Resolve the most complex issues with PSEPC and ISC;
- Close DRPs in an open and accountable manner while focusing on future DRPs that will be administered under considerably different policies and public expectations;
- Monitor transition activities and the implementation of training priorities and appropriate resource allocation to support transition; and
- Review and provide approval for federal business cases that provide the rationale and substantiation for reimbursement for provincial recovery costs.

Build and sustain effective relationships with other ministries involved in recovery to better integrate and plan for a broad spectrum of community recovery supports.

- Establish and maintain communications links with other branches, divisions and departments and with partners and agencies;
- Sustain senior level stakeholder support for the concepts of recovery;
- Liaise with and maintain regular communication with other Recovery Branch units and AEMA branches;
- Collaborate with other ministries to develop the strategic plans and decisions that support the longer-term recovery and rebuilding across multiple topics; and
- Provide advice and guidance on the development of programs and projects, prioritization, and long term development strategies that support community recovery related to community residents and employees,

services, infrastructure (i.e.: utilities, transportation networks, water treatment and waste water facilities), and communications (i.e.: to employees, Council, town residents).

Develop, manage, negotiate and implement a new direction and future for disaster recovery in Alberta.

- Lead thorough reviews of the Disaster Recovery Program/recovery services and supports, as well as leading practices in other jurisdictions to identify relevant transformation priorities and strategies;
- Develop and oversee the ongoing branch's Continuous Improvement and Quality Assurance program;
- Develop and oversee the DRP Evaluation Plan and performance measures and reporting; and
- Provide guidance to AEMA executive leaders on the design and implementation of a new information technology system for DRP.

Lead the unit to achieve operational goals and performance measures.

- Lead and motivate team members through coaching, performance planning, recognition and positive reinforcement, and encouragement of creative approaches to challenges;
- Translate branch priorities and goals into an operational plan and monitor progress toward goals;
- Develop strategic work plans, set goals and performance measures, monitor performance, and report on accomplishments;
- Recruit, orient and develop staff to meet ministry mandates;
- Plan for and manage the allocation of financial and human resources of the unit; and
- Actively promote learning and development within the unit to enhance skills and experience.

Build and implement plans to sustain branch operations in response to varying levels of response requirements (e.g., day-today operations to large-scale recovery requirements):

- Plan for the allocation of financial and human resources of the branch to meet operational requirements and to adapt to future branch environments (changing federal programs, technology changes, changes to disaster frequency and intensity);
- Lead the coordination of the development of a surge plan to accommodate the need for rapid expansion of recovery services as needed;
- Manage the implementation of the surge plan, including coordination of recruitment and training, logistics, finance and infrastructure;
- Negotiate agreements and memorandums of understanding to improve inter-operability and exchange of staff and other resources when needed; and
- Manage and maintain recovery information technology systems to support branch business needs.

Support the Executive Director in leading the Branch to achieve strategic and operational goals.

- Act as the Executive Director, Recovery Branch when so assigned in the temporary absence of the incumbent.
- Inform AEMA executive of trends, issues and solutions related to emergency management.
- Direct the preparation and review of directives and briefing material as required that are clear, concise, brief and timely.
- Provide advice and recommendations to support the Executive Director and inform executive-level decision making.
- Act as a member of, or lead as directed/appropriate, various committees and steering groups across government and inter-governmentally on issues related to recovery; and

- Lead and manage AEMA strategic priority projects as assigned.

Problem Solving

Typical problems solved:

Challenges encountered by this position include leading the adoption of a more integrated model for a 'whole-of-government' approach disaster recovery planning, program and service delivery, and evaluation. This includes working with ministries to establish a shared understanding of what the new model looks like and how it will be operationalized, central financial management as well, and serving as the hub for the coordination of program and services implementation when emergencies occur. GoA disaster recovery coordination will involve some or all ministries depending on the scale of the event and disaster recovery needed (typically at least five ministries will be involved). The planning and coordination approach must be nimble and flexible enough to adapt to different scenarios, and have enough rigour (e.g., clear accountabilities, roles and responsibilities) to be quickly scaled up or down. Issues surrounding disaster recovery are complex and often require balancing competing and conflicting interests among stakeholders (e.g., financial management).

Sound problem solving depends on the Director's understanding of the range of available GoA supports and services, and the ability to motivate ministries in a common direction. Direct precedents might not always be available, requiring sound decision-making and advice based on partial information. Event-specific assessment and advice can occur in highly stressful situations.

Challenges for this position include leading change across the Recovery Branch that comes with new or revised DRP program statements, introduction of performance measures, development of a new information technology system, and implementation of a surge plan to increase capacity across the branch as needed. Under the leadership of the Director, the unit leads identification, planning, and then supporting the branch as it adapts to multiple factors, each bringing their own set of challenges:

- Climate changes and changes in disaster intensity, frequency, etc.;
- Federal program changes;
- Insurance industry, products offered, negotiating provincial and insurer risk portfolios going forward;
- Technology changes;
- Societal expectations.

Another challenge for the Director is that the disaster recovery capacity need is great; however, the available resources are limited. The recent past has shown a trend of an increase in both the number and severity of disasters, as well as in the expectation of the public that the government be able to conduct effective operations in all four functions of emergency management, particularly in mitigation, response and recovery. The Director will champion initiatives to establish AEMA's credibility in disaster recovery by leading the redesign projects and related policy development, educating stakeholders and working with them to understand the value and investment required for effective operations.

Types of guidance available for problem solving:

To guide problem solving, the Director relies on a combination of legislative, policy, and strategic frameworks, including the program guidelines or directives, the federal Disaster Financial Assistance Arrangements (DFAA), and other relevant agreements. Direction from the Executive Director, research and intelligence from multiple sources, and professional judgment are also critical inputs to the decision-making process. Success in this role requires excellent judgment and a refined decision-making approach, particularly when interpreting conflicting, incomplete, or ambiguous information. The Director must apply credible analysis and evaluation to navigate complex scenarios and deliver effective solutions. Decision-making is further supported by the strategic vision for the renewed disaster recovery program framework and evidence-based research that informs program design, stakeholder engagement, and operational priorities.

Direct or indirect impacts of decisions:

Under the leadership of the Director, this unit serves as the hub for leading more integrated planning and implementation of a range of GoA financial and non-financial programs and supports that help communities and Albertans recover from an emergency event. This work has a direct impact on the disaster recovery mandates of

other ministries, the efficiency of initiating appropriate supports, and the central management of financial resources required by disaster recovery programs and services. A more integrated system impacts improvements to programs and supports. In turn, the disaster recovery of communities across Alberta is impacted. The Director directly impacts the effective implementation of DRPs for the GoA, and the development of business cases that lead to maximizing reimbursement of provincial costs from the federal government.

The Director must develop and promote relationships with key members of the ministry and of other ministries to sustain effective communication and exchange of information and ideas on important emergency disaster recovery matters that have a significant impact on the ministry and on stakeholders. During disaster recovery activations, the Director is the central coordinator for briefings and issues management to executive government officials and ministry leaders. Broader disaster recovery initiatives are impacted by the advice and collaboration provided by the Director (e.g., greater emphasis on relationships, integrated GoA disaster recovery planning and implementation, DRP transformation, AMEA strategic priorities).

The Director has a high degree of freedom to make decisions and act in the best interests of AEMA while working within a broad framework of policies and guidelines related to disaster recovery (e.g., determine unit priorities; allocate project budgets; engage with project partners). All major program activities and results are subject to review by the Executive Director, Recovery Branch.

Internally, the leadership provided by the Director impacts the ability of the unit to achieve its operational plans; the Director is accountable for the results produced by the unit and is jointly accountable for plans and results achieved by the branch.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

Unit staff - regularly and ongoing - Provide direction and guidance; enhance understanding of how the GoA can plan for and respond to disaster recovery needs and issues; contribute to planning and managing resources to meet requirements of initiatives; support development of skills and capacity.

Executive Directors, Directors, Manager, and other staff within the Recovery Branch, AEMA, and ministry - regularly and ongoing - Provide consultation, advice, and recommendations; exchange information and seek expertise; collaborate on initiatives; resolve issues; maintain integrity of service delivery and administration environment; liaise and collaborate with the PECC.

Minister, Deputy Minister, Managing Director, and Executive Team - As Required - Provide analysis and strategic advice to support planning and decision making; provide recommendations to address complex issues; provide briefings on status and directions.

Senior representatives and officials in other GoA ministries - As Required - Develop and maintain collaborative working relationships; promote understanding and secure commitment to initiatives; identify and promote areas of consensus and common solution; encourage innovation and cooperation; develop partnerships and collaborative working relationships; identify strategic and business opportunities.

GoA Committees and Bodies (e.g., ADM Public Safety Committee; Task Forces) - As required - Lead the provision of operational supports for disaster recovery organizations such as task forces; provide advice and recommendations; respond to queries

External

Federal government senior representatives (e.g., Public Safety Canada (Regionally and Nationally; ISC) - As required - Liaison on request for cost sharing of programs and eligible GoA expenses; consult on potential DFAA changes.

Provincial/territorial Emergency Management Counterparts - ongoing - Collaboration on inter/external departmental issues.

Required Education, Experience and Technical Competencies

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

If other, specify:

Related field such as Public or Business Administration, Emergency/Disaster Management, Social Sciences

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

The Director provides strategic leadership and coordination in the development and delivery of disaster recovery programs across Alberta, ensuring alignment with government priorities, legislative frameworks, and stakeholder needs. The Director should have knowledge and experience with the following:

- Proven senior leadership experience in policy development, implementation, and managing complex, multi-dimensional issues.
- Strong ability to lead organizational change and negotiate innovative solutions to diverse challenges.
- Demonstrated expertise in managing complex initiatives and projects using sound project management methodologies.
- In-depth knowledge of applicable legislation, regulations, statutes and policies, including the *Emergency Management Act*, Disaster Recovery Regulation and policies, *Municipal Governance Act*, the *Access to Information Act (ATIA)*, *Protection of Privacy Act (POPA)*, and relevant insurance legislation.
- Extensive knowledge of the emergency management framework in Alberta, the Alberta Disaster Assistance Guidelines and Directives, and the federal Disaster Financial Assistance Arrangements.
- Thorough knowledge of AEMA programs, Alberta Disaster Assistance Guidelines, and federal Disaster Financial Assistance Arrangements, with the ability to review and validate documents for accuracy.
- Extensive experience in emergency management planning, implementation, and disaster recovery across municipal, provincial, and federal levels.
- Comprehensive understanding of ministry and AEMA mandates, strategic priorities, business plans, program resources, and regulatory frameworks.
- Strong understanding of Government of Alberta (GoA) business plans, priorities, and affiliated organizations as they relate to ministry and AEMA mandates.
- Comprehensive understanding of government decision-making processes, including Cabinet, Treasury Board, Caucus, and legislative committees.
- Good working knowledge of government structure, initiatives and protocols, at the provincial and federal levels, is required to identify potential impacts on divisional activities;
- Expertise in government financial policies, budgeting, contracting, and strategic resource allocation.
- Knowledge of scalable service delivery models during trauma and disaster, informed by societal trends and citizen preferences regarding service channels.
- Proven ability to engage and collaborate with stakeholders, to develop and maintain collaborative working relationships within the organization, across government, and with stakeholders.
- Knowledge of business and information communication technology issues, developments, trends and promising practices, including strategic and business planning principles and processes, and business analysis and business case development principles, methodologies, and processes.
- Knowledge of project planning, management and evaluation practices and processes.
- Knowledge of information and communications technology issues, developments, and trends, including potential impacts on program and service delivery and privacy/security issues.
- Knowledge of information management technology concepts and related project planning/management

cycles.

- Sound knowledge of scope and the technical complexities of software solutions.
- Ability to balance multiple priorities in politically sensitive environments and provide strategic advice to senior leadership.

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		
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	<p>Leads cross-ministry working groups to coordinate recovery initiatives and share lessons learned.</p> <p>Promotes inclusive decision-making by engaging diverse voices in recovery strategy development.</p>
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	<p>Adjusts recovery strategies in response to new disasters or policy shifts, while maintaining operational continuity.</p> <p>Responds quickly to emerging recovery needs by reallocating resources and updating action plans.</p> <p>Navigates uncertainty in disaster timelines and adapts coordination efforts to meet evolving demands.</p>
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through 	<p>Integrates recovery planning across ministries, ensuring alignment with federal frameworks and community needs.</p>

		strategy <ul style="list-style-type: none"> • Addresses behaviours that challenge progress 	
Creative Problem Solving	○ ○ ○ ● ○	Works in open teams to share ideas and process issues: <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	Leads the redesign of disaster recovery programs and frameworks to address evolving risks and public expectations.
Drive for Results	○ ○ ○ ● ○	Works to remove barriers to outcomes, sticking to principles: <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	Oversees the establishment of disaster financial assistance programs and ensures timely submission of federal reimbursement requests. Monitors performance metrics and ensures recovery initiatives meet established timelines and quality standards. Leads continuous improvement efforts to enhance recovery program delivery and stakeholder satisfaction.
Develop Self and Others	○ ○ ○ ● ○	Encourages development and integration of emerging methods: <ul style="list-style-type: none"> • Shapes group learning for team development • Employs emerging methods towards goals • Creates a shared learning environment • Works with individuals to develop personal development plans 	Coaches team members, promotes professional development, and leads training initiatives to build recovery capacity.
Develop Networks	○ ○ ○ ● ○	Makes working with a wide range of parties an imperative: <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are 	Collaborates with federal agencies, Indigenous Services Canada, and other ministries to align recovery efforts.

		represented <ul style="list-style-type: none">• Goes beyond to meet stakeholder needs• Ensures all needs are heard and understood	
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Benchmarks

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

Chief of Staff - Benchmark Evaluation - M42Z2-56
Director, Financial Services and Accountability -Benchmark Evaluation - M420-51
Director, Intergovernmental Relations and Immigration - Benchmark Evaluation - M610-01

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