NON-MANAGEMENT JOB DESCRIPTION

POINT RATING EVALUATION PLAN

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| Working Title | Name |
| / First Nations Field Officer |       |

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| Position Number | Reports to Position No., Class & Level | Division, Branch/Unit | Ministry |
| 50026444 | Manager | AEMA, Operations / First Nations Field Operations | PSES |

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| Present Class | Requested Class |
| PS4 |       |

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| Dept ID | Program Code | Project Code (if applicable) |
| 624438 | 1AAA1 | Cost Centre 624438 |

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| **PURPOSE:** Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [**Pages 7-8**](http://www.chr.alberta.ca/class/forms/write-job-description/non-mgmt-job-description-writing-guide.pdf#page7)). |
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| The Alberta Emergency Management Agency (AEMA) is accountable and responsible to the Alberta government, 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 events. Alberta relies on a decentralized public safety system for managing the various emergency events that occur every year. The System is made up of many stakeholders and partners including government ministries, First Nation communities' municipal agencies, non-governmental organizations (NGOs), industry, and Metis Settlements. AEMA accomplishes its mandate by effectively and successfully leading the coordination, collaboration and cooperation between all entities involved in the mitigation, preparedness, response and recovery activities within this diverse partnership.The AEMA First Nation Field Officer (FNFO) is viewed as the community emergency management expert and is the primary interface between the programs administered by AEMA and AEMA's stakeholders. FNFOs provide the critical link between the public safety system stakeholders responsible for direct management of emergency incidents (local authorities) AEMA and ISC.The FNFO is responsible for the provision of direct emergency management support and advice to Alberta First Nations within assigned provincial regions across all four pillars of emergency management. This includes assisting local governments with the development of all-hazard and hazard specific plans, delivering and/or coordinating emergency management training and training resources, assisting in the application processes for grants including disaster recovery programs and supporting the development and execution of local/regional exercises, and providing emergency management subject matter expertise at the local/regional level during the response to and recovery from actual emergencies and disasters.Each FNFO provides these services primarily in an assigned region throughout the province, The FNFO may also be expected to provide service anywhere within the province based on resource needs and specific expertise; FNFOs collaborate to develop shared situational awareness of ongoing disaster and emergency events within the province. The FO stands on-call duties in a rotation with other regional and First Nations Field Officers to ensure a 24/7 response capability.The FNFO conducts community plan/program reviews. These are completed under the authority of the *Emergency Management Act* or as part of the agreement with Indigenous Services Canada (ISC) to deliver emergency management services to First Nations on reserve in Alberta. These reviews evaluate the effectiveness of preparedness and prevention strategies under legislation or dictated as part of a best practices program. The review program is aimed at supporting and strengthening community emergency programs and plans and encourages the validation of these through training activities and exercises. Although not required under legislation, the exercises provide an important evaluation of communities' ability to respond effectively to emergency events. The FNFO also conducts visits to each community within the region and provides briefings to local officials on various aspects of emergency management as required. |

| **RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [**Pages 9-10**](http://www.chr.alberta.ca/class/forms/write-job-description/non-mgmt-job-description-writing-guide.pdf#page9)). |
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| Provide advice and expertise to local authorities to inform and support their ability to effectively execute their emergency management responsibilities.* Provide advice to communities, emergency management agencies, community and industry synergy groups, and industrial operators on the provision of emergency management programs within their jurisdictions.
* Assist and mentor local Directors of Emergency Management and others within community emergency management agencies in their roles and responsibilities in accordance with the emergency management program.
* Assist with the development of best practices in community emergency management encouraging utilization of the Community Emergency Management Program, enhancing processes and protocols.
* Participate in public education assignments.

Monitor, liaise and provide advice on emergency plans to sustain a consistent standard of public safety system preparedness in alignment with legislated requirements and/or best practices.* Perform annual reviews of the emergency plans of First Nations and provide advice to these authorities.
* Facilitate the exercise of emergency plans at least once every two years to ensure optimal community readiness.
* Participate in local/regional, AEMA, Government of Alberta (GOA) and other post-incident assessments (PIAs) of emergency events in Alberta and other jurisdictions.
* Provide technical advice to communities, emergency managers and the public on risk assessments, emergency planning, personal preparedness and regional governance options.
* Assist with the development of standard operating procedures and best practices in consultation with other emergency management professionals and professionals in other related disciplines.
* Provide/facilitate mentoring and coaching opportunities for local/regional clients.
* Confirm/update EMIS database information for all communities.
* Confirm/encourage Alberta Emergency Alert (AEA) participation and capabilities.

Inform, coordinate and deliver training on a variety of emergency management topics across the region to enhance capacity and competency of communities.* Provide emergency management training for local/regional stakeholders on a variety of topics based on assessment of needs across the region.
* Liaise with the Training Certification and Standards Unit to inform and coordinate course development and course content adjustments.
* Facilitate the delivery of AEMA-contracted emergency management training in communities across the assigned region.
* Provide inputs into formal training assessments and evaluations to reflect the needs of the assigned region.

Promote and deliver public education initiatives across the regions to increase public awareness and readiness across the province.* Support and encourage personal preparedness programs in communities including the 72 Hour Kit, sign-up to Alberta Emergency Alert notifications, etc.
* Provide presentations to communities on emergency management and the roles of stakeholders in the Alberta Public Safety System.
* Provide support to the planning, coordination and execution of AEMA's annual Emergency Preparedness Week activities.
* Provide inputs into formal training assessments and evaluations to reflect the needs of the assigned region.

Respond and deploy to emergency and disaster incidents, providing expert advice and support to local authorities. This will normally involve attendance at a community or regional Emergency Coordination Centre (ECC), but could in some circumstances require attendance at the actual incident site.* Be prepared to travel independently with a high degree of self-containment.
* Be prepared to spend multiple days and nights away from home (this will occur during routine activity (planned) and during emergency events (unplanned)).
* Function effectively in a high-stress environment over extended time frames ( > 12 hours).
* Operate in an environment devoid of amenities.
* Provide detailed and regular situation reports to the ISC and Provincial Emergency Coordination Centre (PECC) to assist in the development of a shared understanding of the situation. This includes the early identification and communication of risks and future requirements.
* Continually monitor and assess the creation, tracking and completion of objectives.
* Apply expert knowledge of existing GOA programs and plans to initiate their activation in support of local authorities as needed.
* Facilitate communications between local authorities, federal officials, and GOA officials, to ensure an effective and coordinated emergency response.
* Be prepared to host or assist with hosting senior officials visiting the affected community.
* Be familiar with and utilize programs and technology applicable to AEMA and incident operations

Support the Manager, First Nation Field Operations, to achieve the goals of the units and inform planning and reporting.* Provide reports and updates to inform the development of provincial pictures of emergency management and to inform unit plans and reports
* Develop responses to information requests and briefings etc
* Provide inputs as needed into the establishment of Emergency Management Assistance Program (EMAP)
* Ensure Field Operations Unit Standard Operating Guidelines are followed.
* Review current literature and report on current trends and recent developments in emergency management an apply to work with regional stakeholders.
* Meet or exceed all performance measure requirements as laid out in the AEMA Operational Plan and/or the Provincial Operations Divisional Plan.
* Act as the on call FO in rotation with the other FOs.
* Collaborate with other FOs to enhance services and supports to sustain a common and consistent approach across the province
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| **SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [**Pages 11-12**](http://www.chr.alberta.ca/class/forms/write-job-description/non-mgmt-job-description-writing-guide.pdf#page11)). |
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| The Field Officer is the everyday "face" of AEMA to public safety system stakeholders, including local governments in First Nation communities. The FNFO provides these stakeholders with expert advice and guidance in all aspects of emergency management. Needs and levels of competence can vary across communities, requiring the FNFO to be adaptable and maintain a broad and comprehensive knowledgebase. It is imperative that this advice is accurate, appropriate, timely and tailored to unique situations and circumstances. This advice is relied upon by AEMA's stakeholders to enhance their emergency planning, mitigation, response and recovery plans and efforts, and can have significant safety, legal, financial and political ramifications. In an actual emergency or disaster, this advice could make the difference between losing and saving lives.As the central coordinator of Alberta's Public Safety System in an assigned region, AEMA relies upon relationships built by the FNFO with other stakeholders within the system- without those relationships; AEMA could not fulfil its mandate. The FNFO plays a critical role in building and maintaining relationships with some of AEMA 's most critical stakeholders in local government and industry. As the provision of emergency management has a significant voluntary component and few real legislative standards, the FNFO must be able to influence the actions of stakeholders (e.g., to modify emergency management plans based on the FNFO assessment and exercises).Emergencies can occur at any time. The on-call nature and requirement of this role allows the FNFO to develop and maintain the common operating picture outside of normal working hours. Information provided by the on-call FNFO can make the difference between the province having advance notice to prepare for developing threats (such as wildfires threatening an urban area) and being caught off guard when an emerging threat suddenly becomes a life and death situation for Albertans.The FNFO works with a high degree of independence within the region in accordance with unit and AEMA plans and priorities, standards, and the needs of the specific communities across the assigned region. The FNFO has the authority to determine how best to engage and work with communities on their specific needs and resolves operational problems independently. The Manager is available to support with the more complex issues and will coordinate the FNFO efforts to ensure performance objectives are being met. |

| **KNOWLEDGE, SKILLS & ABILITIES:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [**Pages 12-14**](http://www.chr.alberta.ca/class/forms/write-job-description/non-mgmt-job-description-writing-guide.pdf#page12)). |
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| Education and Training:* A related certificate/diploma/degree in the areas of emergency management, public administration, or emergency services administration is desirable. (i.e. Certified Emergency Manager or Associate Emergency Manager qualifications).
* Incident Command System (ICS) 400 qualified; or able to achieve qualification within one-year of assuming position.
* ICS Train the Trainer Courses desirable.
* Alberta Basic Emergency Management Course.
* Basic PECC Operations course or similar emergency operations centre course.
* Exercise Design Course qualification; or able to achieve qualification within six-months of assuming position.
* Other desirable courses that directly or indirectly support emergency management field work or able to complete within one-year of assuming position:
* Elected Officials
* People with Disabilities
* Disaster or Emergency Social Services (DSS or ESS) Planning Course
* Registration and Inquiry Course
* Emergency Public Information Officer
* Community Preparedness
* Business Continuity Training and Certification an asset.
* Crisis Communications training an asset.
* First Nations Cultural Awareness training.
* Minimum Class 5 driver's license with ability to achieve air brake certificate.

Experience:* Minimum five years' experience working in a leadership and decision-making role either in a public or private setting in a field involving operational and tactical level emergency management e.g. forestry or wildfire.
* Demonstrated experience influencing other professionals or teams of professionals outside of direct line of control.
* Experience functioning with little supervision and/or within a geographically dispersed staff desirable.
* Experience dealing with the public, news media, emergency responders (police/fire/EMS) and senior level officers in the public, private, volunteer, and NGO sectors is desirable.

Knowledge:* Thorough knowledge of AEMA 's mandate and the Alberta Public Safety Governance System.
* Detailed working knowledge of current provincial plans, agreements, arrangements and procedures for emergency management.
* Working knowledge of Canadian (CSA Z-1600) and international standards related to emergency management.
* Awareness and understanding of key vulnerabilities within emergency management.
* Knowledge of operational and tactical planning processes, as well as planning processes used within the GoA.
* Awareness of the Emergency Management Assistance Program and the Wildfire Assistance Program and their associated guidelines.
* Strong level of understanding of ECC procedures.
* Knowledge and practical application of a risk managed, all-hazards approach to emergencies as defined within the Alberta Emergency Plan.
* Knowledge of risk and vulnerability analysis of natural, technological and/or civil hazards, especially related to the implementation of event response activities.
* Thorough knowledge and understanding of the Incident Command System.

Skills:* Strong written and verbal communications skills.
* Strong negotiating, motivating, team building and consensus building abilities.
* Ability to deal with unpleasant, sensitive, disputed and/or critical matters in an objective, productive and
* compassionate manner.
* Proven ability to perform under extremely stressful conditions and emergency situations, providing concise and calm direction/advice in highly critical situations.
* Adaptable to changes in responsibility and situation.
* Strong time management and decision-making skills.
* Excellent problem-solving skills.
* Ability to operate all-wheel drive vehicles in all road conditions.
* Ability to operate AEMA's Major Event Support Apparatus (MESA) vehicle is desirable.
* Strong knowledge of the MS Office Suite of applications.

Abilities:* Ability to recognize and appreciate the potential impacts of decisions on all parties involved in a situation.
* Ability to analyze and evaluate situations, objectively identify problems, and develop possible solutions.
* Ability to work independently in a professional manner and in accordance with Standard Operating Guidelines.
* Ability to analyze information and develop reports that evaluate risk and vulnerability from hazards.
* Ability to read and interpret hazard analysis maps and reports.
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| **CONTACTS:** Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide **Pages 14-15**). |
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| Internal:* Managers and FO peers – provide updates on regional issues to inform broader provincial planning as well as unit and branch planning and reporting; collaborate and share information.
* All AEMA staff, particularly within Provincial Operations. – provide a synthesis of regional needs to inform training and public education initiatives; provide advice on regional issues and readiness etc.
* Other branches with the Ministry including Public Safety Division, the Office of the Fire Commissioner, Legal Services, the FOIP office, Human Resources and Local Government Services. – Share information; inform planning; represent AEMA and ministry programs and services.
* Other Ministries including Energy and the AER, AF, HS, IR, AH, AHS, JSG, etc. – provide advice and inputs based on regional knowledge; collaborate on common initiatives.
* Members of the Legislative Assembly (typically when they tour the FO's region during emergencies). – Respond to queries; provide updates.

External: - provide advice, guidance and coordination as the focal point between the AEMA and the public safety system; assess plans and provide feedback; raise awareness to available programs, services and grants etc; focus on advancing the competence and capacity for emergency management* First Nations, Municipal, Metis Settlement, industry and Federal emergency management agencies and organizations.
* Communities - all levels of government and First Nations councils including elected officials, CAOs and department heads, including the Director of Emergency Management.
* Federal departments – ISC, Health Canada (First Nations Indigenous Health Branch).
* Professional associations.
* Industrial operators.
* Fire services.
* Law enforcement.
* Property owners and small businesses.
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| **SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide **Page 15**) |
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| N/A |

| **CHANGES SINCE LAST CLASSIFICATION REVIEW:** Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [**Pages 15-16**](http://www.chr.alberta.ca/class/forms/write-job-description/non-mgmt-job-description-writing-guide.pdf#page15)). |
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| Changes since the last review are largely reflective of updates resulting from organizational and terminology changes. There have been some adjustments to grammar and sentence structure. The most significant change has been the addition of a paragraph on ‘Response and Deployment’ under the Responsibilities and Activities section. This is intended to formally capture many of the implied tasks associated with the FO position as it relates to the role and responsibilities during emergency events. This section was developed in collaboration with the FOs to ensure full clarity was conveyed for this very important function. |

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| **ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide **Page 17**). |

***This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 ‑ 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.***

## Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide **Page 16**)

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| --- | --- | --- | --- | --- | --- |
| Incumbent |  |  |  |  |  |
|  | Name | Signature | Date |
| **Manager** |  |  |  |
|  | Name | Signature | Date |
| Division Director/ADM |  |  |  |
|  | Name | Signature | Date |