

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Requested 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**Job Purpose and Organizational Context**

Why the job exists:

The Alberta Emergency Management Agency (AEMA), of the Government of Alberta, 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 Government of Alberta (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. 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 Manager, Provincial Emergency Coordination Centre, in the Central Operations Branch of

the Alberta Emergency Management Agency (AEMA), the Team Lead, PECC Readiness and Response Team Lead plays a pivotal role in ensuring the seamless coordination and execution of PECC activities. This position is responsible for leading a team that oversees PECC Readiness Training and maintenance of resources that are essential for and PECC daily operations, readiness and activation.

Through strategy, planning, and execution the Team Lead fosters a culture of preparedness, enabling a swift and effective response by the Agency to internal and external demands. From insuring operational readiness to PECC staff training this position drives excellence and ultimately contributes to the Agencies short and long-term objectives with precision and agility.

Organizational Context:

Operating within a complex environment, characterized by diverse stakeholders, intricate supply chains, and shifting operational priorities, this role serves as the linchpin for ensuring operational continuity and resilience within AEMA. In an ever-evolving landscape marked by dynamic challenges and opportunities, the Manager assumes significant responsibilities within the Alberta Emergency Management Agency (AEMA).

With a keen understanding of the Agencies objectives and operational requirements, the Team Lead navigates through the intricacies of logistics management, aligning resources with strategic imperatives. Collaborating closely with cross-functional teams, suppliers, and partners, this role drives synergies and fosters a culture of collaboration, positioning the Agency for success in an increasingly competitive environment. Through proactive planning, strategic foresight, and meticulous execution, the Team Lead, PECC Readiness and Response, fortifies the Agencies ability to adapt, thrive, and excel amidst uncertainty.

Responsibilities

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

PECC Readiness

- Collaborate with AEMA Staff, Section Chiefs, Consequence Management Officers and Business Continuity Officers (CMO's/BCO's) to identify their training needs and resource requirements for staff and augmentees.
- Provide ongoing support to section chiefs to enhance their operational effectiveness.
- Ensure PECC Staff and Section Chiefs have access to the necessary tools, resources, and information to fulfill their roles.
- Develop and implement strategies to ensure the operational readiness of the PECC and alternate PECC.
- Create and maintain Standard Operational Procedures for PECC readiness.
- Lead special projects as assigned.
- Identify gaps or conflicts in policy, standards or legislation and propose appropriate changes.
- Conduct regular assessments of PECC capabilities and identify areas for improvement.
- Coordinate readiness exercises and simulations to evaluate the effectiveness of the PECC.
- Update and maintain the PECC basic training curriculum to ensure compliance with best practices.
- Conduct training sessions for all new PECC staff and augmentees, covering essential topics such as emergency management protocols, communication procedures in and operational environment, and resource management.

Augmentee Recruitment and Training:

- Lead the recruitment efforts for augmentee personnel to support PECC operations.
- Design and deliver training programs for augmentees, ensuring they understand their roles and

responsibilities.

- Monitor and evaluate the performance of augmentees, providing feedback, mentoring and additional training as necessary.

Hazard Briefing Coordination:

- Coordinate and facilitate the annual hazard briefing to EM Stakeholders, DEMs/DDEMs, CMO's/ BCO's, AEMA staff and augmentees to ensure awareness of potential risks.
- Stay updated on emerging hazards and ensure that briefings are relevant and informative.

Facility Safety and Security:

- Address safety and security concerns by developing and implementing robust safety protocols, conducting regular inspections, and investing in security measures including access controls, and facility emergency response plans. Participating in the facility Occupational Health and Safety Committee activities.

Networking, training, mentoring and capacity building:

- Provide guidance, advice, feedback and support to the PECC staff, CMO's/BCO's and Augmentees and provide all learnings and knowledge of tools to produce growth within.
- Building trust through engagement, encouraging the development and increased knowledge of all stakeholders, and PECC/AEMA staff.
- Being adept at creating learning opportunities for AEMA Staff, Section Chiefs, Consequence Management Officers and Business Continuity Officers that correspond to individual learning styles, thereby increasing the efficacy of the PECC during non activation operations and activations.
- Provide new knowledge, skills, and attitudes by explaining, giving effective examples, and asking thought-provoking questions.
- Build and maintain ongoing relationships with PECC stakeholders, municipalities, First Nations, Metis Settlements, GoA, Government of Canada, key industry and response stakeholders, and impacted communities to ensure a collaborative approach to emergency response.
- 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.

Support the mandate of AEMA and the strategic and business goals of Central Operations.

Manage a portfolio of work that supports Central Operations and the PECC concepts, skills, resources, and policy required for a coordinated provincial & national approach to emergency management.

- Provide reports and updates to inform the development of PECC Readiness and Training.
- Develop and coordinate briefings, background papers, and strategies for senior officials on key findings of current policy directions and their implications for emergency management and the PECC in Alberta.
- Ensure AEMA PECC Standard Operating Policies and Procedures remain current and are followed.
- Within the assigned portfolio, review current literature and report on current global trends and recent developments in a Provincial Emergency Coordination Centre. Develop portfolio priorities and projects to support the ongoing development of PECC processes. Advise team members. Apply the activities/development with internal and FPT stakeholders, as applicable.
- Meet or exceed all performance measure requirements in the AEMA Operational Plan and/or the Provincial Operations Divisional Plan.
- Act as the On-Call Duty Manager in rotation with the other PECC Staff, typically one week every six weeks. This includes providing strategic emergency management and direction during times of

extreme duress, while ensuring that senior management and executive are informed in a timely manner.

- Support the PECC Manager to achieve the strategic goals of the overarching the PECC Readiness and Training program and/or the Central Operations unit and inform planning and reporting for ongoing strategic planning.

Problem Solving

Typical problems solved:

Operational Efficiency: Identify and address inefficiencies in PECC operations and processes and implement initiatives to streamline workflows, improve resource utilization, and enhance productivity in the PECC.

Emergency Preparedness: Develop and execute emergency preparedness plans considering business continuity practices mitigating risks associated with natural disasters, security threats, or other emergencies, ensuring the Agencies ability to respond effectively and safeguard personnel, assets, and overall PECC operations.

Equipment Downtime: Resolve issues related to IT downtime by supporting the development and implementation of regular testing of PECC equipment necessary to the functioning of the PECC to minimize disruptions to PECC operations.

Inventory Management: 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 PECC operations.

Emergency Preparedness: Develop and execute emergency preparedness plans considering business continuity practices mitigating risks associated with natural disasters, security threats, or other emergencies, ensuring the Agencies ability to respond effectively and safeguard personnel, assets, and overall logistics operations.

Stakeholder Management: Foster collaboration and communication with internal and external stakeholders, including other AEMA branches, CMO's/BCO's and augmentees to address concerns, resolve issues, and ensure alignment with Agency strategic goals and objectives.

Types of guidance available for problem solving:

The PECC Manager is available to provide direction on the alignment of proposed recommendations with strategic direction.

- Existing policy and legislation is available to provide guidance in decision making.
- Network of internal and external to AEMA management is available to provide assistance for issues or problems where there have been existing awareness of the issues that are presented and the potential options that are available for consideration.
- Existing procedures for handling of routine tasks and addressing common issues in PECC Readiness and Training activities.
- External to AEMA service providers such as Legal, CPE, Infrastructure, PSES Corporate Services are available for matters that require participation and collaboration of the respective services areas.

Direct or indirect impacts of decisions:

Operational Efficiency: Effective delivery of services related to PECC Readiness and Training enables AEMA to deliver its programs and services and remain ready to respond to emergent situations.

Cost Management: Decisions related to procurement, maintenance contracts, and facility upgrades directly affect operational costs, maintenance expenditures, and facility costs, impacting AEMA's financial performance.

Regulatory Compliance: Decisions regarding safety protocols, environmental practices, Occupational

Health and Safety Act, and regulatory adherence directly impact the Agencies' compliance with industry regulations and legal requirements, mitigating the risk of fines, penalties, and legal liabilities.

Readiness and Preparedness: Decisions concerning emergency response plans, contingency strategies, and resource allocation directly impact the PECCs ability to respond to emergencies, crises, or unexpected disruptions.

Key Relationships

Major stakeholders and purpose of interactions:

Internal to government:

Manager, PECC - Daily

Provide consultation, advice and recommendations on a range of issues related to PECC functions; collaborate on initiatives; resolve issues; provide inputs into planning, reporting and AEMA information demand and maintain the integrity of PECC Readiness.

Unit Staff - Regular and ongoing

Provide leadership and expertise; enhance staff understanding of initiatives and business opportunities; contribute to planning and managing resources to meet requirement of initiatives; supports development of skills and capacity.

External to government:

Alberta community officials and emergency management personnel: All levels of municipal government and First Nations councils (as requested) including elected officials, CAOs and department heads, including the Director of Emergency Management (also includes the Metis Settlement equivalents).

Non-Profit Organizations: establish relationships with non-profit organizations to coordinate emergency preparedness and response efforts.

Required Education, Experience and Technical Competencies

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

If other, specify:

Education in Emergency Management and other applicable fields, and equivalences will be considered.

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

The position requires knowledge of:

- Best practices for policy development, monitoring, and evaluation;
- Government business plans, structures, operations, and reporting relationships;
- Organizational leadership and project management frameworks;
- Consultation and collaboration techniques;
- Strategic, business, financial, and human resource planning practices;
- Strategic thinking, creative problem solving, agile decision making and results-focused business planning

The position requires demonstrated experience in:

- Ability to provide direction in an environment that sometimes has a high degree of ambiguity;
- Project management skills;
- Advanced interpersonal communication skills and relationship management (leadership, facilitation, mediation, team/consensus building in both routine and crisis situations) to consult and negotiate with stakeholders who have varying perspectives, expectations, and priorities;
- Ability to manage time and priorities effectively with limited supervision.
- Political acumen;
- Experience developing and delivering training;
- Experience, and a thorough understanding of the emergency management framework and ICS;

- Resource and workload calculation experience in rationalizing all business operational needs;
- Client service, continuous improvement and innovation;
- Influential conflict resolution to build consensus, and motivate others;
- Conceptual, critical, and analytical thinking to take strategic risks and make decisions;
- Verbal and written communication skills to develop written materials, analysis and delivery of information to senior officials;
- Human resource management skills, including coaching, mentoring, performance management, team building and staff development;
- 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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Shapes APS goals with a view of entire network: <ul style="list-style-type: none"> • Considers whole system and links; sets goals for long-term outcomes and broad perspectives • Evaluates short, medium, and long-term impacts to inform progress • Shapes organization to meet client needs; helps others see their role in this 	This position requires adaptability and versatility in an ever changing environment and must approach the role with a fulsome approach. Requires innovation that supports all levels of AEMA to help ensure the overall focus to AEMA and GoA successes.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Creates the environment for innovative problem solving: <ul style="list-style-type: none"> • Generates new ways of thinking; ensures right questions are being asked about a problem • Eliminates barriers to creativity and innovation • Encourages a culture of innovation 	Taking ownership of PECC/AEMA issues and identify solution by combining proactive approaches and stakeholder perspectives to achieve PECC/AEMA timelines and goals. Regularly requires innovation and creativity to generate new ideas and create solutions to meet current and future needs of the Agency.
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Creates an adaptable environment: <ul style="list-style-type: none"> • Fosters agility, proactive and flexible practices • Leads and creates momentum for change • Champions plan of action and overcomes barriers through proactive anticipation • Quickly understands 	Ability to work under tight timelines with accuracy, often working in ambiguous situations, faced with competing priorities, multiple and overlapping, multiple and over-lapping jurisdictions, conflicting or unclear mandates and multiple lines of authority, During crisis.