

## New

Ministry

Public Safety and Emergency Services

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Prov Recovery Coordinator

Requested Class

Program Services 2

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Vacant

#### Organizational Structure

Division, Branch/Unit

AEMA, Recovery/Provincial Recovery Planning

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 Alberta Emergency Management Agency (AEMA) is accountable and responsible to the Government of Alberta (GoA), to Albertans, to their communities, and to industry for the protection of people, their property and the environment from the effects of emergency events. The AEMA accomplishes its objectives by leading the co-ordination, collaboration and co-operation between all entities involved in prevention, preparedness, response, and recovery activities.

The Recovery Branch assists individuals, businesses, municipalities, Metis Settlements, and government departments' recovery from damaged caused by a disaster by coordinating resources within the GOA and providing expert advice and financial assistance for uninsurable damages that are repair or restorative in nature as per the regulations of a Disaster Recovery Program (DRP) and broader recovery guidance. Within AEMA, the Provincial Recovery Planning unit enables and supports efforts to evaluate event-specific needs and the coordination or referral of provincial resources to empower and enable communities, individuals and businesses impacted by a disaster.

Reporting to the Manager, Provincial Recovery Planning, the Provincial Recovery Planning Coordinator position takes a supporting role in the design, development, and implementation of multiple projects that enhance the knowledge of recovery in the province of Alberta, initiate funding for DRPs, and facilitate the coordination of recovery operations. The position provides support, during large-scale recovery operations that includes working in the Provincial Recovery

Coordination Center (PRCC) and the Provincial Emergency Coordination Center (PECC).

The Coordinator supports the drafting of recommendations and briefings which influences recovery policy and processes, impacting the effectiveness of recovery across Alberta. The Coordinator is responsible for assisting with the completion of cabinet and Treasury Board packages and related briefing documents to make appropriate recommendations for the program creation process to initiate recovery programs.

Additionally, the Provincial Recovery Coordinator supports the development of recovery training and exercises. This work includes assisting with initial research and needs assessment, development of exercise scenarios and injects, curriculum development, linkages to existing training and exercise processes, and coordinating lessons learned and recommendation implementation. The Coordinator will also support the development and delivery of other recovery training as needed.

## Responsibilities

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

Support the implementation of the Provincial Recovery Framework to foster an integrated approach towards the planning and allocation of GoA resources, and collaborate across a network of recovery providers.

- Support research, engagement projects, and committees with the AEMA, the department, and other ministries to collaboratively build plans based on the Provincial Recovery Framework.
- Provide research and advice to ensure recovery is accurately incorporated into provincial emergency plans or ministry-specific emergency plans.
- Assist in the development of products for other ministries that support adoption and implementation of the framework.

Develop and implement recovery projects that enhance the coordination of recovery activities across government as well as across the province.

- Support the mobilization, operation, and demobilization of the PRCC.
- Provide ongoing continuous improvement of the PRCC that specifies recovery organization structures and supports.
- Support development of procedures and processes for recovery operations and assist with plans to facilitate the coordination of recovery issues at both the community and provincial level.
- Assist in the development of guidelines and standard operating procedures to support PRCC activation.
- Coordinate the development of plans for specific and common recovery issues in alignment with provincial recovery roles.
- Prepare reports and briefing materials, with options and recommendations for next steps in recovery operations. Provide ongoing support to executive management, and the Minister, Cabinet, and Treasury Board as required.
- During disaster events, research issues and obtain relevant information for preparing reports, briefing notes, Cabinet packages, or other materials to recommend options to executive, Cabinet and Treasury Board to initiate funding under the Disaster Recovery Program, Municipal Wildfire Assistance Program and other funding scenarios to address the determinants of recovery.
- Develop reports, schedules, and briefings to advise Recovery Branch Leadership.
- Support recovery evaluations and the development of Lessons Learned and their implementation to enhance future provincial recovery efforts.

Assist in the development and delivery of recovery-focused training and exercises to enhance provincial recovery preparedness.

- Support research into leading practices and needs assessments to build the framework for recovery training and exercises.
- Assist in the development and maintenance of training and exercise curriculum, content and documents.
- Work with other training and exercise units across AEMA and in other ministries to integrate recovery topics into existing content and processes.
- Complete research and coordinate exercise scenarios and injects, and manage delivery of exercises.
- Assist and coordinate in the delivery of training.
- Coordinate and facilitate lessons learned processes and monitor implementation of recommendations from exercises.

Support the Manager, Provincial Recovery Planning in leading the team operations in line with AEMA, department and GoA policies and priorities and programs.

- In partnership with the manager, support operational planning and team priority projects.
- Provide consolidated updates, advice and recommendations to the Manager, Director, and AEMA Leadership.
- Support and coordinate recommendations for issues, opportunities, and challenges associated with the implementation of recovery initiatives, including active contribution to planning and reporting activities.
- Maintain awareness of current and disaster recovery issues, best practices, and developments in the disaster recovery field.
- Coordinate information for multiple internal and external committees and working groups.

## Problem Solving

Typical problems solved:

Problem solving is applied to determine how best to influence and work with other ministries to gain support for the implementation of the framework and specific plans. Plans will require significant research, detail and exercise so that they are more efficiently enacted in an emergency. Operational advice and guidance will be provided independently by the Coordinator in alignment with direction and objectives provided by the Manager, and existing policy, legislation, and priorities. The Coordinator must be able to demonstrate the value of more integrated approaches without the unit taking ownership of all recovery supports.

Types of guidance available for problem solving:

The Manager, Director and Executive Director of the program area will provide coaching and direction to navigate policy and stakeholder related issues that may arise. The Coordinator has access to senior members of the team, and to other program areas such as Program Interpretation, Community Recovery Services, and Finance to provide information and advice as required.

Direct or indirect impacts of decisions:

Impacts include:

- department reputation with internal and external stakeholders
- influence government approach to recovery supports and coordination outlined under Provincial Recovery Framework

## Key Relationships

Major stakeholders and purpose of interactions:

- Manager, Provincial Recovery Planning - raise awareness to significant emerging issues; participate in team planning and priorities
- Director, Provincial Recovery Coordination - prepare briefings, research and develop responses to queries and briefings.
- Executive Director, Recovery - strategic direction and information source
- Provincial Recovery Coordination Unit Staff - collaborate on initiatives; lead projects; develop briefing materials, issues identification and reporting related to disaster recovery policies and programs develop tools and templates that will support the work of the team;
- Recovery Branch staff or other units in other departments working on recovery issues - lead or participate in projects and meetings to provide expertise on recovery issues; monitor progress on recovery plans and operations; coordinate input on recovery matters; work with the Plans team and training staff; represent the team in the POC as assigned
- Other ministries involved in recovery initiatives - lead or participate in projects and meetings to provide expertise on recovery issues; monitor progress on recovery plans and operations; coordinate input on recovery matters; provide operational supports to guide the implementation of recovery programs and supports
- External organizations involved in recovery - provide information on GoA recovery perspectives, plans and initiatives; participate in projects and meetings to provide expertise on recovery issues; engage for input (e.g., on training)
- Other jurisdictions - research leading practices; share information; advise and provide expertise on recovery issues
- AEMA Operations - during activation and non-activation times, particularly the Plans team

## 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:

emergency management, social sciences, or a related field

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

- Post-secondary education, equivalent years of related work experience or combination.
  - Knowledge of relevant legislation and policy directions related to recovery including but not limited to the *Emergency Management Act*; Disaster Recovery Regulation, and Disaster Assistance Guidelines; Provincial Recovery Framework; and the Disaster Financial Assistance Arrangements.
  - Awareness of GoA ministries' mandates related to recovery programs and services.
  - An understanding of AEMA's strategic and operational plans and the Recovery Branch's strategic and operational plans and priorities.
  - Knowledge of leading practices and approaches related to recovery.
  - Knowledge and experience in project management.
  - Demonstrated ability to summarize and synthesize complex materials, identify key issues, and develop communications responses and solutions on own initiative.
  - Demonstrated ability to build relationships with internal stakeholders and appropriately deal with sensitive and complex issues.
  - Knowledge and experience in facilitation techniques, and training development and delivery.
  - Awareness of GoA decision-making and approval processes and standards for related documents.
  - Excellent analytical and problem solving skills.
  - Solid interpersonal and written and oral communications and presentation skills suited for a variety of audiences.
  - Knowledge and experience in emergency exercise concepts, scenario development and evaluation techniques.
  - Excellent creativity and the ability to think strategically and critically on a broad scale in the development of innovative and feasible options and strategic solutions to issues and trends.
  - Ability to work in a high-pressure environment and multi-task with a demonstrated ability to organize and coordinate a variety of projects simultaneously, function under pressure and meet deadlines within a multiple deadline driven environment.
  - High level of self-management with strong results orientation. Demonstrated high level of competence, motivation, creativity and initiative.
  - Excellent leadership skills, in an environment where stakeholders are often in strong leadership roles themselves. GIS experience is an asset.
- Proficiency in Word, PowerPoint, Outlook, and Excel and other software programs as required.

## 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"/>	<b>Identifies and manages required change and the associated risks:</b> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles</li> </ul>	Anticipate, assess, and readily adapt to changing priorities, maintain resilience in times of uncertainty and effectively work in a changing environment

		and stays focused on goals <ul style="list-style-type: none"> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	Contribute to the drafting of recovery issues plans as well as other documents related to recovery initiatives and projects, including, for example, protocols, committee terms of reference, and project management tools outlining outcomes and required resources, roles and responsibilities, as well as monitoring progress against terms of reference.
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Facilitates open communication and leverages team skill: <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	Facilitates open communication and leverages team skill; leverages skills and knowledge of others. Supporting cross-ministry coordination and issue resolution.
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: <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	Ability to consider the whole system and recognize links between everything from the complex network of global to departmental priorities. Supports goals within the context of long-term outcomes and broad perspectives

Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<b>Engages the community and resources at hand to address issues:</b> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	Breaking problems down into manageable components to identify what needs to be done. You are able to assess options and implications in new ways to achieve desired outcomes and solutions
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**Benchmarks**

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

Research and Policy Analyst, Advanced Education (JD 022PS40)  
 Consultation Officer, Indigenous Relations (JD 022PS44)

**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