

Update

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Personal Preparedness Program Consultant

Current Class

Job Focus

Operations/Program

Supervisory Level

Agency (ministry) code

Cost Centre

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

AEMA/Strategy and Systems/Strategic Partnerships a

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Strategic Partnership

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

None - Job description cleaned up (terminology updated) and added into new template

Responsibilities Removed:

The following were removed based on the scope of the role/team changing:

- Supporting the development of a social media strategy to encourage year round communications with Albertans via various channels.
- Contributing to the development of a strategy to address communications during a disaster, which is aimed at the public who are not directly impacted by a disaster.

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Strategic Partnerships and Public Education, the Personal Preparedness Program Consultant (Position 1) plays a key role in the ongoing development and maintenance of the Be Prepared program through planning, research, consultation, development, delivery, and evaluation of preparedness and resilience programming in Alberta.

The Consultant is a member of a highly collaborative team who work together on the development of the team's strategic plan, communications strategy, program development, public education and research initiatives. By working closely with the Personal Preparedness Program Consultant (Position 2), Community Partnerships Officer, Research Analyst, Risk Reduction Communications Specialist, and Information and Engagement Specialist, the unit builds public interest and engagement in disaster mitigation, prevention, preparedness, and resiliency.

The Consultant will be dedicated to ensuring the relevance and accuracy of existing program materials. Additionally, they will focus on integrating best practices to develop diverse, inclusive, and accessible new programming. Through the creation and delivery of central programming, the Be Prepared program aims to provide accurate information to Albertans, enabling them to build self-resilience to disasters, with a particular emphasis on those identified as most vulnerable through our research.

This position may be required to work in the Provincial Emergency Coordination Centre (PECC) as needed during emergencies in order to coordinate provincial emergency response efforts and/or support/advise/assist government ministries, municipalities, First Nations and/or other organizations. In these circumstances, the position may require working extended and irregular hours and/or shifts with minimal or no notice, particularly during emergencies and exercises.

Responsibilities

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

Program administration. Contributes to the delivery of a trusted emergency preparedness program in Alberta by:

- Leading the content maintenance refresh schedule of published preparedness programming and informing of required web page updates for Alberta.ca.
- Validating program content regularly by identifying outdated information (e.g. terms, and behaviours) and conducting ongoing updates as information changes and the program evolves.
- Ensuring that the preparedness program's content is diverse, inclusive, and accessible, aligning with best practices for accurate information delivery.
- Consulting the team, as a subject matter expert on emergency preparedness, to support preparedness communications, engagements and initiatives.
- New program development as required to support the delivery of identified priorities and opportunities (e.g. newly identified hazards of interest, awareness campaigns, short notice opportunities).

Research. Contributes to research development through the identification of preparedness and resilience-based topics of research by:

- Identifying themes, trends, and topics for the Research Analyst for investigation.
- Identifying sources of information that can contribute to the development of new and innovative personal preparedness programming and public education campaigns.
- Contributing to the interpretation of collected data and creation of reports to inform program development and demonstrate the impacts of programming and communications strategies.
- Drafting briefing notes, proposals, and reports to outline program design options and

recommendations.

Public Education and Strategic Communications. Contributes by working with internal partners to create and align public education and awareness messaging for Albertans; and is responsible for:

- Supporting the Risk Reduction Communications Specialist and Information and Engagement Specialist with personal preparedness content for communications to the GoA, public and a variety of partner groups.
- Contributing to the development of a strategic communications plan to increase individual and community disaster resilience.
- Contributing to data collection, analysis and report creation as it relates to the effectiveness of communications strategies.
- Contributing to the development of web content to ensure effectiveness of online communications tools and links to cross-government programming is current.

Leads and/or participates in projects, committees, and working groups with other government departments, public sector entities and private sector organizations by attending meetings and events that relate to individual and community preparedness and disaster resilience. This will require:

- Provision of consultation and guidance to influence groups to affect cultural change towards making preparedness routine, a part of their day to day life.
- Provision of program guidance and support to organizations delivering personal preparedness and disaster resilience activities to Albertans.
- Ensuring information and knowledge from meetings and events is disseminated to other AEMA branches, government departments, and partners.
- Identifying project, meeting, or event opportunities that could contribute to improving program delivery, and a resilient and disaster-ready Alberta.
- Supporting cross ministry and other organizations initiatives directly related to emergency preparedness and disaster resilience building.

Problem Solving

Typical problems solved:

The Consultant is responsible for identifying alternate courses of action to achieve defined objectives by assessing priorities for program refresh and delivery requests.

They are responsible for the ongoing practice of seeking opportunities to fill program gaps through capacity building and identification of related GoA programming that can be leveraged to enhance Be Prepared program offerings and conversely, efforts should also be made to identify opportunities and intersections where the Be Prepared program can enhance other GoA programming via collaboration.

To support emergency preparedness adoption, it is critical that this role identifies ways to incorporate individual and community preparedness public education (i.e. non-structural disaster mitigation) into new policy, legislation and grant development.

Types of guidance available for problem solving:

The Personal Preparedness Program Consultant (Position 1) is an independent contributor providing subject matter expertise in the domain of personal emergency preparedness. This role works independently in meeting assignment requirements, referring complex matters outside of the event and program plan to either the Personal Preparedness Program Consultant (Position 2) or Manager. The position provides input on program design, development and delivery to assist with the delivery of these services.

Direct or indirect impacts of decisions:

The work of this position directly impacts the AEMA's development of educational materials and

programming that promote personal preparedness and disaster risk reduction across the spectrum of public safety issues. The work of this position directly supports Outcome 3 of the Public Safety and Emergency Services Business Plan (2024-2027): “Alberta is prepared and resilient to the impacts of disasters” through the delivery and evaluation of the personal preparedness program and public education. The products created by this position are visible to the public and partners.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

Manager, Strategic Partnerships and Public Education

Provide input and suggestions on a variety of projects and initiatives.

Director, Strategy and Systems

As required

Provide information when requested.

Personal Preparedness Program Consultant (Position 2)

Ongoing

Collaborate on tasks, advise on progress towards goals.

Research Analyst

Ongoing

Collaborate on tasks, advise on progress towards goals.

Community Partnerships Officer

Ongoing

Collaborate on tasks, advise on progress towards goals.

Risk Reduction Communications Specialist

Ongoing

Collaborate on tasks, advise on progress towards goals.

Information and Engagement Specialist

Ongoing

Collaborate on tasks, advise on progress towards goals.

Other AEMA Managers and Staff

As required

Provide information and assist project teams. Attend staff meetings and support the Provincial Operations Centre.

Ministry partners, including the CMO and BCO network

Ongoing

Collaborating on content generation.

Public Service Commission

As required

Work on approvals and development of internal communications, liaise on media development.

Communications and Public Engagement

As required

Work on approvals for fact sheets and visual identity compliance.

External

Municipalities

As required

Build a network of preparedness/resilience builders in communities across Alberta, to exchange information, inform program development and share tools and resources.

Associations (Municipal, Teachers, Safety, Employer, etc.)

As required

Strengthen relationships with association groups to exchange information, inform program development and share tools and resources.

Not for profit groups

As required

Strengthen relationships with not for profit groups to exchange information, inform program development and share tools and resources.

Community partners/Resilience Builders Network

Ongoing

Collaborating on content generation and sharing of regular communications and public education.

Public Safety Canada

As required

Participate in information sharing opportunities.

Vendors

As required

Provide and share information.

Required Education, Experience and Technical Competencies

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

If other, specify:

Disaster and Emergency Management, Communications, Environmental Science

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

This position requires post-secondary graduation in related field (e.g. Communications, Disaster and Emergency Management, Environmental Science, Business Administration) plus 4 years related experience. Directly related education or experience considered on the basis of: 1 year of education for 1 year of experience; or 1 year of experience for 1 year of education.

The position requires:

- Knowledge of project management, program planning, delivery and evaluation.
- Knowledge of the Emergency Management Act, the Government Emergency Management Regulation, the Alberta Emergency Plan, and the Provincial Emergency Coordination Centre's operating guidelines.
- Knowledge of the emergency management framework in Alberta.
- Knowledge of community and stakeholder relations.
- Awareness of strategic communications and stakeholder relations practices.
- Awareness of other approaches (e.g. FEMA, NEMA) to emergency management for benchmarking practices.
- Awareness of issues, trends, information and evidence sources in Disaster Risk Reduction and Disaster Resiliency.

Skills

- Proficiency in Microsoft Office and M365 suite of tools
- Intermediate Adobe Acrobat skills to develop interactive e-binders and other work related documents.
- Leadership skills to lead and enhance performance and to assist employees with managing change.
- Strong analytical skill with very high attention to detail and organization.
- Oral and written communication skills to effectively develop and deliver a variety of preparedness products/programs.
- Interpersonal skills and sensitivity to interact effectively and build on-going relationships with small and large groups and with AEMA's partners and clients (e.g. emergency management coordinators, directors of emergency management, emergency services, private industry, colleges, and universities).

Abilities

- Agility to make decisions and take action even when there is not enough clarity to predict the consequences with certainty and maintain composure and productivity, especially during challenging situations, especially when supporting the Provincial Emergency Coordination Centre.
- Creative problem solving skills to engage others to scope, solve issues, and find the best solutions.
- Facilitation and engagement skills to connect with colleagues, clients, and other stakeholders to ensure their needs are represented and to anticipate and take action to reduce and resolve conflict.
- The position must remain continuously sensitive to the larger political and municipal government context in which the key departmental objectives of responsiveness, flexibility and collaboration are to be achieved. Knowledge of development of public education programming would be considered an asset.
- Experience in public speaking to varied audiences would be considered 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	<p>The capacity to make informed decisions and initiate proactive measures in the face of ambiguity, where the outcomes are not definitively foreseeable.</p> <p>This entails the ability to remain composed and sustain productivity, particularly in demanding and uncertain circumstances.</p>

Creative Problem Solving	<input type="radio"/> <input checked="" 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>Emergency preparedness goes beyond policies or penalties for non-compliance. Encouraging a culture of readiness in Alberta means inspiring individuals to proactively adopt new habits.</p> <p>This involves incorporating creativity, data analysis, innovation, diverse perspectives, and varied approaches to effectively promote and sustain action.</p>
Build Collaborative Environments	<input type="radio"/> <input checked="" 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>Maintaining an open-minded approach and actively involving others in conversations welcome diverse perspectives, ensuring the creation and delivery of a program that caters to the needs of all Albertans.</p>
Systems Thinking	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	<p>Considering the broader context enables us to align our efforts with other areas of AEMA, fostering buy-in, identifying opportunities, and providing a rationale for initiatives and sustainable solutions.</p>

Benchmarks

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

023PS72 - Policy and Planning Consultant

023PS35 - Sport Consultant

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.

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