

Update

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

HIRA Lead

Current Class

Program Services 4

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

AEMA, SSS, DRR

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Mngr, Disaster Risk Reduction

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-02-13

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Disaster Risk Reduction in the Strategy and Systems Support Branch of the Alberta Emergency Management Agency, the HIRA Lead supports the Manager, Disaster Risk Reduction in the creation, implementation, coordination and continuous improvement of the Government of Alberta's Hazard Identification and Risk Assessment (HIRA) program. The HIRA Lead provides expert advice in program planning, research, hazard,

risk and vulnerability analysis, enterprise risk management, and emergency management, with the overarching goal of strengthening the Government of Alberta's disaster risk identification, risk assessment, and disaster risk management capacity.

To successfully contribute to the objectives of the unit and the Government of Alberta (GOA), the incumbent is required to integrate several significantly different areas of expertise, including:

- in-depth knowledge of emergency management as a profession in the federal, provincial, and municipal context;
- in-depth knowledge of disaster risk reduction principles and strategies;
- in-depth knowledge and experience in disaster and emergency management research;
- in-depth knowledge and experience in crisis and risk management (CRM);
- in-depth knowledge and experience in program development and implementation in a government setting.

The incumbent is required to liaise with a broad array of stakeholders and represent the Ministry's interests on working groups and during engagements with both internal and external audiences. The incumbent is required to display a high level of adaptability and agility to balance core responsibilities in the unit with operational requirements, for example taking an active operational role in the Provincial Operations Centre during activations that can be presented due to the nature of AEMA's business.

The HIRA Lead conducts research, evaluates practices and frameworks in other jurisdictions, and provides advice on issues, initiatives, and regulatory frameworks to identify leading practice and areas for adaptation or improvement. The work completed by the incumbent results in the development of briefing notes, internal to government HIRA reports, publicly available HIRA reports, and other government documents as appropriate, providing supported options and recommendations to be advanced for more senior review. Due to the nature of this role, the work output must be well thought-out and options for a HIRA program that is presented to senior leaders must be viable, with a strong element of risk mitigation strategies and service delivery included.

Responsibilities

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

1. Disaster Risk Reduction - Provide advise on the proper identification of disaster risk, development of risk treatment strategies, and implementation and evaluation of those strategies:
 - a. At the direction of the Manager, Disaster Risk Reduction, the HIRA Lead develops, implements, and guide the HIRA program implementation plan. The HIRA is a made in Alberta system to identify and assess hazards and risks to communities and the systems that support their resilience. The intent of the HIRA is to support risk-based decision making to reduce disaster risk and support a long-term cultural shift towards greater emergency preparedness and mitigation.
 - b. Support the team responsible for the development and implementation of HIRA Guidelines and implementation plan and closely coordinates with a varied and diverse group of internal and external stakeholders from across government, not-for-profit and industry entities.
 - c. Support the development of briefings, HIRA program materials, correspondence related to the HIRA program and complete the provincial HIRA reports, including providing a methodology to facilitate discussions on the collective risks posed by various hazards throughout Alberta.
 - d. Support the continued development and adoption of the Provincial Disaster Resilience Guidelines for Alberta.
2. Project management: Ensuring diligent project management methodology is applied to all HIRA program initiatives with regular progress reporting and regular briefings with Manager DRR and SSS Leadership:
 - a. Coordinates and leads components of HIRA reviews, which includes contributing to discussions that will define project scope, identifies key deadlines and requirements, identifying internal and external stakeholders, and proposed project objectives. Examples of this include identifying key areas of

interest with other jurisdictions that should be a focus for research.

3. Lead the research and analysis of hazards in Alberta to inform the HIRA process:
 - a. Leads and coordinates efforts in researching different hazards and understanding Alberta's risk profile. This will involve leading efforts in understanding Alberta's risk in relation to other provinces, developing e-scan protocols, maintaining currency on national and international HIRA approaches, reviewing databases, legal databases, academic sources, other jurisdictions legislation, association publications, current events, and stakeholder networks.
 - b. Synthesizes the information relative to the issue or project, to develop sound options and recommendations and presents the summary as a written report to the Manager for review and approval.
 - c. Develops engagement plans/proposals that allow for internal and external consultation to occur in a coordinated fashion, facilitating stakeholder participation that seeks input and feedback. These proposals are provided to the Manager for review and approval.
 - d. Ensures the accuracy and validity of the research and evidence that is collected throughout the research process, so that future analysis and evaluation is based on a solid foundation.
 - e. Analysis of research to ensure that the HIRA framework is well-considered and supported.
 - f. Supports the planning and implementation of stakeholder engagement plans, including recommending engagement methods. Also contributes to the preparation of engagement material and interacts directly with stakeholders.
4. Stakeholder Management: Ensure strong working relationships are sustained to enable the implementation and sustenance of the HIRA program:
 - a. Maintaining an understanding of cross-ministry partner interests, programs, and policies.
 - b. Building relationships with other divisions and relevant departments on the overall planning and development of HIRA-related and intergovernmental initiatives.
 - c. Establishing relationships and processes to allow for timely analysis and resolution of issues when they emerge.
 - d. Supporting cross-departmental and cross-government governance structures, such as cross-ministry working committees, to support the effective and coordinated resolution of issues, and to gain consensus.
5. May be required to work in the Provincial Emergency Coordination Centre or on field assignment 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 exercise.

Problem Solving

Typical problems solved:

The incumbent works closely with staff in other areas of the Alberta Emergency Management Agency (e.g., Field Operations, 911 Program, Plans unit, etc.), as well as other Government of Alberta (GOA) Ministries (e.g., Environment and Protected Areas, Forestry and Parks, and Health) on an on-going basis. The required work is iterative and will have substantial operational and administrative implications for internal and external stakeholders.

Additionally, the incumbent is required to lead discussions with municipal stakeholders and address questions or concerns that may arise due to the results of the unit's work in the development and implementation of a provincial HIRA. Due to the nature of these interactions, a high level of discretion and strong interpersonal skills are required to facilitate and mediate discussions and achieve the desired results.

Examples of difficult or challenging situations typically handled or resolved by this position include:

- encouraging program areas to work outside of their regular or accepted practices or approaches;
- fostering a view to the long-term when the pull for program areas is on current and short-term focus;
- working with a variety of diverse stakeholders and driving those groups to consensus solutions that reconcile their interests; and
- completing projects challenging and complex work under tight time lines.

Types of guidance available for problem solving:

This role has interaction with both senior and executive leadership on an as-needed basis. The HIRA Lead will be guided by the GoA's strategic priorities and directions while being mindful of the strategic implications of their work for many sectors and communities.

The HIRA Lead will be supported by peers in the Disaster Risk Reduction unit and the the Manager. They can use the advice and guidance of the Leadership team in the Strategy and Systems Support Branch as well as subject matter teams from partner Ministries and departments.

Direct or indirect impacts of decisions:

This position will support initiatives that can influence the Government of Alberta (GoA), AEMA, and local, regional, and national public safety decision and plays a key role in informing efforts at changing towards a more risk informed decision making in disaster and emergency management and public safety.

Key Relationships

Major stakeholders and purpose of interactions:

Manager, Disaster Risk Reduction

- Weekly or more frequent interaction.
- Receives supervision and direction and feedback on the unit's plans, products, and priorities.
- Provides advice and recommendations within the unit's responsibilities.
- Raises awareness of required direction, emerging issues and resourcing needs.
- Receives evaluation, performance planning, and coaching.

Director, Strategic Systems

- Monthly
- Supports the development of intergovernmental and risk-related initiatives, identifies emerging issues, and assists in managing stakeholder relations.
- Provides advice and recommendations on strategic issues.
- Raises awareness of significant and complex issues and support their resolution as needed.

Disaster Risk Reduction (DRR) Unit Staff

- Daily/Weekly
- Provides direction for unit operations.
- Coordinates activities and manage issues.

Executive Director, Strategy and Systems Support and other AEMA EDs, Senior and Deputy Assistant Deputy Minister within AEMA

- As Required

- Assesses issues and develops options and recommendations.
- Supports issues management on risk and intergovernmental relations matters.
- Coordinates public safety meetings and create related draft documents.

Other Agency Staff and Provincial Ministries and Agencies

- Weekly/Monthly
- Collaborates on cross-ministry initiatives as required.
- Provides information and advice to other ministries on risk-related initiatives.
- Provides updates on activities, project progress, and milestones.

ADMOs

- Quarterly
- Lead and ensure coordination of the Assistant Deputy Ministers' Public Safety Committee.

Required Education, Experience and Technical Competencies

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

If other, specify:

Emergency Management, Disaster Science, Public Administration, Political Science, Risk Management etc

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

Knowledge:

- Knowledge of disaster research principles and practice.
- Experience conducting hazard identification and risk assessments and strong understand of risk assessment methodologies (e.g. ISO 31000 on Risk Management and Canadian Standards Association CSA Q850-97), enterprise risk management, and developing risk treatment options.
- Extensive knowledge of management systems, tools and processes, project management principles and practices, as well as of consultation and program design, implementation and evaluation methodologies.
- Knowledge of relevant ministry policies, developments, trends, external agreements, and legislation (*Emergency Management Act*, Government Emergency Management Regulation, Local Authority Emergency Management Regulation, Disaster Recovery Regulation, and the Alberta Emergency Plan).
- Knowledge of the application of various other pieces of legislation and how they interact with the *EMA* and associated regulations (for example, the *Financial Administration Act*).

Skills:

- Ability to use different research approaches (e.g., quantitative, qualitative, spatial) to assess and interpret data and information and strong data modeling skills are required.
- Ability to effectively gather, synthesize, integrate, and interpret multi-faceted information from a wide range of sources and perspectives, including conducting cross-jurisdictional scans, legislative, regulatory, and policy research.
- Proven ability to lead or facilitate projects or ongoing activities dealing with complex, multi-disciplinary challenges, and requiring the input of multiple stakeholder groups.
- Demonstrated experience in a role with a similar organizational scope, specialized in hazard identification and risk assessment, enterprise risk management, disaster risk management, emergency planning and/or

business continuity planning.

- Demonstrated success in developing effective working relationships with cross-functional teams comprised of various levels of an organization, and with building collaborative relationships with various stakeholders and partners.
- Superior writing skills are required to develop and review reports, manuals, briefs and other outputs from the DRR Unit.
- Strong presentation skills, including the ability to present results effectively in writing or verbally; ability to develop, manage and deliver training programs.
- Strategic thinking, planning and organizational skills.
- Demonstrated ability to prioritize and manage conflicting demands, multiple issues and tight deadlines.
- Ability to work independently and as part of a team, with people at different organizational levels.
- Flexibility and the ability to work in an environment with changing priorities, short timelines, and potentially competing demands.
- Aptitude for problem solving and decision making, using professional judgment, tact, and diplomacy.
- Strong facilitation, consultative, consensus building to resolve issues as they arise (e.g., gaps in data).

The position requires a minimum of a bachelor's degree in Arts, Disaster Science, Emergency Management, Public Administration, Geography, Political Science, or Law, and minimum two years of experience in a public sector policy, risk, NGO, or intergovernmental relations environment.

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 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>The incumbent achieves their goals through others. As the HIRA program is implemented, the number and complexity of our stakeholder relationships changes and the issues we face become increasingly complex. Therefore, managing relationships and bringing diverse people and perspectives together becomes increasingly critical to achieving our goals. To thrive in this role, a high level of awareness of the political environment and trends in the public arena is</p>

			required.
Systems Thinking	○ ● ○ ○ ○	<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>Understand that the results of our work impact a wide range of stakeholders in a variety of different ways. Our work embodies the provincial risk mitigation or intergovernmental framework and strategy as found in the province's Strategic Plan, the Ministry Business Plan and other departmental business plans. Incorporating these and showing an awareness of national and international developments in risk management, intergovernmental initiatives, and emergency management is critical.</p>
Creative Problem Solving	○ ● ○ ○ ○	<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>Options presented should be grounded in a sound understanding of the complexity of the issue and a view to take risks to continuously evolve and achieve our goals. The role would require combining different approaches and perspectives as we think through issues to create the most effective solutions and ensures we are continually making decisions that meet the needs of Albertans.</p>

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>It is critical for this position to be able to anticipate and quickly respond to substantial change in direction, the emergence of new issues, initiatives or requirements, and the evolving needs of a diverse and dynamic stakeholder group. This involves proactively seeking out new opportunities, building support for change and guiding the change process required for organizational success.</p>
Develop Self and Others	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Seeks out learning and knowledge-sharing opportunities:</p> <ul style="list-style-type: none"> • Reflects on performance and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports 	<p>Works to improve knowledge and skills of self and team members to stay current on leading practices.</p> <p>Builds the team to work cohesively together including seeking training opportunities to build a well rounded team.</p>

Benchmarks

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

Housing Advisor - Human Services - 024PS06

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.

Vacant

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