

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

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:

This two-year temporary position will provide leadership and accountability for the Provincial SAR Program during a period of transformation; reporting to the Director, Emergency Management, the Manager, Emergency Management and SAR provides direct supervisory leadership to the Emergency Management Analyst and the Search and Rescue Coordinator while defining sustainable long-term governance, service delivery, and funding models for SAR in Alberta.

This Search and Rescue position is grounded in the increasing operational, coordination, and policy demands placed on Alberta's Search and Rescue (SAR) system, as well as broader emergency management expectations within Public Safety and Emergency Services.

This role is essential to provide dedicated leadership and accountability for the Provincial SAR Program, which currently operates within a complex, multi-jurisdictional environment involving municipalities, volunteer organizations, law enforcement, and federal partners. Without a centralized management function, there is a heightened risk of fragmented coordination, inconsistent policy application, and gaps

in provincial-level oversight. Establishing this position ensures a single point of authority to align SAR activities with provincial priorities, legislative frameworks, and evolving risk landscapes.

The position also strengthens Alberta's ability to proactively manage SAR-related risks through formalized policy development, standardized procedures, and continuous program evaluation. As SAR incidents increase in frequency and complexity, driven by factors such as population growth, backcountry recreation, and climate-related events, there is a clear need for strategic oversight to ensure readiness, interoperability, and effective resource utilization across the province.

From an organizational perspective, the Manager provides critical leadership to specialized staff and ensures continuity of expertise through structured knowledge transfer, training, and program development. This is particularly important in sustaining operational readiness and maintaining institutional knowledge within a high-demand emergency management environment.

In addition, the role enhances interagency coordination and strengthens Alberta's representation at federal-provincial-territorial (FPT) tables. Active participation in these forums is increasingly important to influence national SAR policy, secure funding opportunities, and align with best practices and emerging standards across jurisdictions.

Beyond SAR, the position delivers significant value to the broader Emergency Management Services portfolio. Responsibilities related to business continuity planning, consequence management, and facility emergency preparedness directly support the department's ability to respond to and recover from disruptions. The role also provides surge capacity to Public Security and Intelligence Operations (PSIO) and supports departmental activations, ensuring integrated and timely responses during emergencies.

Overall, staffing this position addresses a critical gap in leadership, enhances provincial coordination and preparedness, and ensures Alberta is well-positioned to meet current and future SAR and emergency management demands in a cohesive, strategic, and accountable manner.

Responsibilities

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

- Participates in FPT working groups to advance SAR efficiencies and support Alberta's interests.
- Leads or collaborates with various partners on SAR issues requiring research, assessment, and analysis, such as grants, policy, and governance.
- Works with branch managers, departments, and division leadership to develop SAR accountability and efficiency measures.
- Advises departmental officials on SAR coordination and emerging needs across Alberta.
- Identifies issues requiring policy or procedural updates and works with RCMP, police services, and community stakeholders to develop solutions.
- Leads research and analysis to provide recommendations on complex, multifaceted SAR issues.
- Develops and delivers communications, briefing materials, and presentations for the public, municipalities, and senior management; responds to stakeholder and public inquiries.
- Supports senior management on SAR-related discussions, including contractual implications.
- Explains complex SAR concepts and implications to inform executive decision-making and program improvements.
- Manages the SAR Program, providing expertise, guidance, and support to government departments, municipal partners, RCMP detachments, and NGOs seeking training or grant support.
- Engages municipalities, ministries, and police/emergency services to educate decision-makers and facilitate solutions for SAR service delivery.
- Collaborates with financial services on the development, renewal, and closure of agreements.
- Works with partners to identify and address system gaps and opportunities for improvement.
- The position is a member of the department's Emergency Management Team and will assist with other emergency management planning and activities as time and priorities permit.

Problem Solving

Typical problems solved:

This position operates within Government of Alberta policies and legislation and requires strong analytical and problem-solving skills to interpret processes, resolve conflicting information, and determine appropriate procedures. A key responsibility is the evaluation and recommendation of grant applications for funding each fiscal year.

The incumbent is expected to engage their director proactively for guidance on complex issues, collaborate with Search and Rescue Alberta representatives, and work toward resolutions that meet departmental and stakeholder expectations. While the supervisor provides support, when necessary, the role demands a high degree of autonomy, sound judgment, and the ability to manage multiple priorities efficiently.

Success in this position depends on excellent communication skills and the ability to tailor messaging for diverse audiences, through briefing notes, presentations, situation reports, or verbal updates, to senior executives, ministers, committees, police services, and other partners. The role also requires an understanding of interdependencies across departmental and cross-government services to effectively address disruptions, resource allocation challenges, and emerging emergency or operational situations.

Overall, the position requires effective prioritization, stakeholder engagement, and sound decision-making to ensure appropriate resource allocation and successful program delivery.

Types of guidance available for problem solving:

Government-wide and departmental plans provide broad policy and procedure guidance, but the incumbent is required to be a cross government coordinator, a project manager, and an advocate for both the department and the programs within the government and outside.

Direct or indirect impacts of decisions:

- Serious impacts could result from miscommunications, which could result in mistrust, misunderstandings, and inaccurate information being provided to SAR community and stakeholders.
- Albertans who rely on SAR services, will have their lives impacted.

Key Relationships

Major stakeholders and purpose of interactions:

- Emergency management staff across the Government of Alberta
- SAR Alberta
- Branch/Divisional senior and executive management.
- Police Services across Alberta.
- Municipal emergency management partners.

Required Education, Experience and Technical Competencies

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

If other, specify:

Emergency Management or 5 years of equivalent experience within the GoA or an external agency involving

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

- Extensive knowledge of law enforcement in Alberta and experience in search and rescue is an asset.
- Extensive knowledge of office software such as Microsoft Word, Excel, PowerPoint, and Outlook.
- Working knowledge of various government, departmental, and divisional policies and procedures, regulations, and agreements in areas of search and rescue.
- Some knowledge of and/or experience working within the Municipal Government Act.

- Strong writing skills and the ability to write clearly and concisely on technical and strategic matters.
- Working knowledge of POPA and PIPA.
- Exceptional communication skills, both written and verbal.
- Strong leadership skills.
- Team player with exceptional interpersonal skills to support collaboration and committee work.
- Ability to work independently with significant autonomy and initiative, organize duties, establish and adjust priorities, and complete work to meet deadlines.
- Strong facilitation, negotiation, and conflict resolution skills.
- Knowledge of the workings of government, provincial associations, and key players related to search and rescue issues.
- Ability to deal effectively with police, community organizations, municipal officials, and senior management.
- Innovative, self-directed, resourceful, and able to implement change.
- Project management skills.
- Creative, critical-thinking, and problem-solving skills.

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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Involves a wide group of stakeholders when working on outcomes: <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	The incumbent will not only be engaging with stakeholders from within the GoA but, also with representatives of various police agencies including the RCMP, municipalities and Search and Rescue Alberta (SARA). All of whom bring diverse perspectives to each discussion.
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Proactively incorporates change into processes: <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	The Provincial Search and Rescue Program requires significant modernization. The incumbent will be developing policy, assisting various levels of government and building SAR in a complex stakeholder environment. Change will be a constant.
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works to remove barriers to outcomes, sticking to principles: <ul style="list-style-type: none"> • Forecasts and 	The incumbent will be developing search and rescue and will make decisions in the best

		<p>proactively addresses project challenges</p> <ul style="list-style-type: none"> • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	<p>interest of all Albertans in how SAR will take shape in the province and ensuring it is in line with all GoA mandates, policies and guidelines as they are developed.</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented <ul style="list-style-type: none"> • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	<p>The incumbent cultivates relationships across a range of stakeholders including with SAR Alberta and SAR teams; municipal, provincial, and federal government partners; and across the policing world, in order to facilitate a better prepared SAR and emergency management system across Alberta.</p>