



## IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Head, Emergency Management Organization	
Position Number	Community	Division/Region
21-13311	Yellowknife	Emergency Management/HQ

## PURPOSE OF THE POSITION

The Head of the Emergency Management Organization (HEMO) is accountable and responsible for developing, leading and coordinating the Government of the Northwest Territories (GNWT) response to natural disasters and other emergencies which affect the safety and security of residents, communities, businesses and property.

## SCOPE

The HEMO is located in Yellowknife and reports to the Director, Emergency Management.

Serving all thirty-three communities in the Northwest Territories (NWT), the position ensures timely and efficient response to and recovery from emergencies; develops strategies to reduce the potential for future damage and injury; and builds resilience to help individuals, communities, and organizations adapt to and recover from disasters. The position directs the GNWT's Emergency Measures Organization (EMO) in accordance with the Emergency Management Act (the Act) and NWT Emergency Plan (the Plan).

The Act establishes a system designed to prepare for and manage civil emergencies in the NWT and ensures the safety and security of residents. The Act details the functions, duties and powers of the GNWT and community governments in relation to emergency mitigation, preparedness, response and recovery. The HEMO is the primary position accountable and responsible for administering the Act by developing and directing plans and actions. For the GNWT, the Act establishes an EMO and a Territorial Planning Committee, and during major emergencies, provides authority for the use of extraordinary powers under a state of emergency.

Pursuant to the Act, the Minister of Municipal and Community Affairs (MACA) directs a public



service employee from MACA to be the HEMO. The HEMO is accountable for:

- Administering the EMO and exercising powers and carrying out duties as required by the Act and regulations;
- Authorizing or requiring the implementation of territorial emergency plans at any time the HEMO considers appropriate; and
- Exercising any other powers and performing any other duties as directed by the Minister for the purposes of the Act.

The HEMO conducts emergency management programming to meet the requirements of the Act and leads the GNWT in the coordination of emergency management activities, supports and supplements the emergency management activities of local authorities, and coordinates the GNWT response to emergencies. It resides within MACA and consists of a territorial EMO situated within the Emergency Management Division of MACA and five regional EMO branches situated in MACA regional offices. EMO functions are managed at the regional level by MACA Regional Superintendents. Emergency response operations are carried out from the Territorial Emergency Operations Centre (TEOC) supported by Emergency Operations Centres (EOCs) in each of the five regions.

The Plan serves to facilitate a prompt and coordinated response by the GNWT and its partners to emergencies affecting all or part of the NWT. The Plan describes the emergency management framework in the NWT, and the roles and responsibilities of departments and partners during emergencies. It includes:

- A description of the NWT emergency management system;
- A framework for relationships with other departments, governments and non- government agencies in preparing for and responding to emergencies; and
- GNWT procedures for the coordination of responses to territorial emergencies and in supporting communities during disasters.

Although the Plan provides a comprehensive architecture for disaster and emergency response, each event presents unique circumstances which require immediate additional planning to ensure an adequate operational response. The HEMO will determine the appropriate emergency response and exercises significant discretion in assigning resources and directing the public, GNWT departments and the private sector accordingly.

The Territorial Planning Committee (TPC) is chaired by the HEMO and consists of senior representation from all GNWT departments and agencies, and other entities as determined by Deputy Ministers. The TPC leads emergency management planning for the GNWT in developing, maintaining and testing the NWT's emergency plan and system. It provides for the oversight and commitment by all GNWT departments in the NWT emergency management system and



programs.

The HEMO works with key partners to enhance emergency management collaboration, governance and strengthen resilience, improve understanding of disaster risk, increase focus on disaster prevention and mitigation, enhance emergency response capacity and coordination, and strengthen recovery capacity. The HEMO represents the NWT on the Federal/Provincial/Territorial (FPT) Senior Officials Responsible for Emergency Management (SOREM) forum, the Provincial/Territorial (PT) Canadian Council of Emergency Management Organizations (CCEMO), and the pan-northern Arctic Security Working Group (ASWG) as well as numerous supporting working groups.

SOREM is responsible for coordinating a strategy for emergency management in Canada, and for providing guidance and advice on how to enhance emergency management in Canada. Members are Provincial and Territorial heads of Emergency Management Organizations and the Assistant Deputy Minister (ADM) of the Emergency Management and Programs Branch (EMPB) of Public Safety Canada. SOREM is accountable to the FPT Deputy Ministers Responsible for Emergency Management and FPT Ministers Responsible for Emergency Management tables.

CCEMO is mandated to improve the safety of all Canadians through enhanced inter jurisdictional cooperation and coordination of emergency management practices. Membership consists of senior officials from provincial or territorial emergency management organizations.

ASWG aims to enhance the safety and security of Canada's North through information-sharing and cooperation among federal and territorial government departments and agencies, academics, the private sector, and international partners. ASWG's core membership includes operational and policy specialists from federal and territorial government departments and agencies with an interest in northern safety and security issues.

The HEMO monitors risk, and responds to emergencies to ensure the safety and security of NWT residents. Wildfires and floods are the highest risk hazards throughout the NWT. These hazards frequently cause damage to people, property, the environment and economy. Nine NWT communities are considered flood prone and each year numerous communities are at risk to wildfires. Both these hazards are also expected to increase in frequency and severity due to climate change, causing more extensive damage in the future. A minimum of three or four such events require a coordinated territorial response by the EMO each year, including the activation of the TEOC and the Plan. The HEMO maintains readiness to support communities when such events occur.

When a community is impacted by disaster, the GNWT may provide financial assistance to community governments, small businesses and residents who have suffered damage. The



HEMO maintains the Disaster Assistance Policy (DAP), supports the recovery process and coordinates cost recovery from the federal Disaster Financial Assistance Arrangements (DFAA).

In the event of a large-scale natural disaster when response and recovery costs exceed what individual provinces or territories could reasonably be expected to bear on their own, the Government of Canada provides financial assistance to provincial and territorial governments through the DFAA. This activity has resulted in the recovery of approximately eleven (11) million dollars for five events over the past ten (10) years.

The HEMO supervises the Emergency Management Training Development Advisor and Emergency Operations Coordinator, and provides guidance and direction during EMO operations to MACA positions located throughout each of the Department's five EMO branches. Periodically, the EMO receives additional human resources from other departments for extraordinary events, who also receive direction from the HEMO.

## **RESPONSIBILITIES**

### **1. Directs the Northwest Territories Emergency Management Organization.**

- The HEMO is accountable and responsible for administering the Executive Council's Disaster Assistance Policy.
- Monitors hazards and reports risk level and preparedness activities to elected officials, senior management and key emergency management partners;
- Determines and exercises discretion concerning activation of the territorial emergency operations centre; the NWT Emergency Plan; and deployment of resources;
- Plans, manages and oversees disaster response activities in order to minimize risk to people and property, which may involve partial or full-scale evacuations, arranging for public shelters and reception centres, and implementing special needs plans and programs;
- Provides expert advice to senior officials concerning coordination, planning, organization, and implementation of territorial, regional and local emergency management activities;
- Assesses resource needs and operational status prior to, during and following emergencies to ensure adequate tactical plans are developed and implemented, and the appropriate subject matter experts are assigned;
- Prepares and analyzes damage assessments following disasters or emergencies, and coordinates the provision of disaster financial assistance in accordance with the Disaster Assistance Policy;
- Manages NWT claims for federal cost-sharing under the Disaster Financial Assistance Arrangements for GNWT expenditures in responding to and recovering from an emergency;



- Establishes and equips a primary and alternate Emergency Operations Centres (EOC) and assumes role as EOC Director exercising overall operational responsibility for response activities;
- Conducts press conferences and responds to media requests to keep the public informed about emergency response or recovery efforts;
- Maintains effective emergency situation reporting that describes response and recovery efforts, needs, and preliminary damage assessments to elected officials, senior management and key emergency management partners;
- Conducts after action reviews following major incidents and emergencies to determine lessons learned;
- Plans, manages and oversees the preparation of support material for the Minister, such as briefing notes, presentations, speaking notes/statements, public communications materials, legislative proposals, and support to the Federal/Provincial/Territorial Ministers responsible for Emergency Management; and
- Administers a public 24/7 civil emergency call-line resourced via duty personnel;

**2. Manages emergency management planning for the Government of the Northwest Territories and public agencies:**

- Evaluates and maintains the NWT Emergency Plan based on regulatory changes, technological changes, or knowledge gained from outcomes of previous emergency situations;
- Develops and coordinates tests and evaluations of the NWT Emergency Plan in accordance with territorial legislation and best practice;
- Evaluates risks that pose the greatest threat to the people, property, environment and economy of the NWT to assist developing territorial preparedness programs, mitigation strategies, emergency response plan exercises, and training and awareness programs;
- Prepares emergency response plans that outline operating procedures to be used in response to hazard-specific risks, such as floods and wildfires;
- Chairs and administers the GNWT Territorial Planning Committee established pursuant to the Act;
- Analyzes resources, equipment, and staff available to respond to emergencies and makes recommendations concerning resource sufficiency and allocation;
- Prepares budgets, applies for funding through available federal and territorial programs, and manages projects to enhance emergency response capacity, mitigate risk and enhance emergency preparedness;
- Develops and maintains relationships with municipalities, GNWT departments and the private sector in order to facilitate plan development, response effort coordination, and exchanges of personnel and equipment; and
- Leads additional research/study to address project-specific issues relating to hazard identification, emergency preparedness, disaster mitigation and emergency planning.





**3. Leads the development of public sector emergency management capacity in the Northwest Territories:**

- Provides expert guidance and consulting services to GNWT departments and agencies on operational, tactical and planning issues relating to emergency management;
- Designs, and delivers emergency management training and exercises to assist community governments and GNWT staff in maintaining adequate capacity to respond to emergencies;
- Designs and distributes a variety of public education programs and materials;
- Works with community governments utilizing a variety of workshops to update community emergency response plans;
- Leads GNWT and community government participation in territory wide and/or regional emergency response exercises involving a wide variety of participation by emergency management partners and officials (E.g. Operation Nanook); and
- Monitors and evaluates the effectiveness of remote emergency communications capabilities and plan improvements.

**4. The main representative of the GNWT at Provincial/Territorial (P/T) and Federal/Provincial/Territorial (F/P/T) emergency management forums:**

- Leads the research, development and provides advice and recommendations for the GNWT position at the provincial/territorial and federal/provincial/territorial tables;
- Develops and implements national emergency management initiatives and programs in the NWT (e.g. public alerting, recognition, etc.) based on NWT context;
- Consults with NWT stakeholders concerning national policy initiatives of interest to NWT residents and/or communities;
- Represents the GNWT at various PIT and F/P/T tables including Senior Officials Responsible for Emergency Management and the Council of Canadian Emergency Management Organizations; and
- Participates on P/T and F/P/T emergency management working groups as the senior GNWT official.

**5. Manages Staff and financial resources for the Emergency Management Organization:**

- Supporting activities of the above responsibility.
- Develops goals and performance objectives with the section including individual staff goals, ensuring they are complementary to the Division and Department's goals and objectives;
- Contributes to the development of the Department's annual Business Plan;
- Encourages employee development through performance appraisals, training plans, and professional development opportunities;
- Participates as a member of the Divisional management team in planning the short and long-term objectives for the Division;



- Manages the annual budget for the section (\$315K) and projects future budget requirements, including specific project specific funds;
- Negotiates and maintains funding agreements involving federal and territorial emergency management arrangements and projects; and
- Contributes to the development, evaluation and amendment of legislation, regulations, and policies associated with territorial emergency management activities in collaboration with Corporate Affairs Division.

## **WORKING CONDITIONS**

### **Physical Demands**

Emergency response situations may require the incumbent to participate in emergency response activities requiring an above average level of physical activity involving long hours working in the field - accessing disaster areas on foot, assisting with evacuation of residents, surveying damaged areas, etc.

### **Environmental Conditions**

Emergency response situations may require the incumbent to access remote locations by small aircraft, boat or ATV.

### **Sensory Demands**

Emergency response situations require enhanced situational awareness of surroundings and continuous monitoring under extreme conditions.

### **Mental Demands**

Emergency response situations may require the incumbent to work extended hours in a crisis management role and expose him/her to emotionally charged situations involving citizens that have experienced, or are experiencing, traumatic events or substantial loss.

The incumbent will be periodically on call as part of the 24/7 civil emergency call line, or during high hazard periods.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge in emergency management, emergency planning, and disaster response and recovery;
- Knowledge of relevant Acts, agreements, frameworks, strategies, and policies as they related to emergency management;
- Knowledge of the Incident Command System in the context of emergency management;
- Knowledge of emergency and crisis communications best practice;
- Knowledge of community governance and administration in the NWT;



- Knowledge of territorial hazards, regional challenges and conditions; and
- Knowledge of adult education principles and practices.
- Critical thinking and problem solving skills in order to make assessments and judgments needed in a time of stress and chaos;
- Communications skills (written, verbal and plain language);
- Interpersonal and leadership skills;
- Organizational skills;
- Supervisory and resource management skills;
- Research skills utilizing web-based resources;
- Project management skills; and
- Self-motivated, adaptable and flexible.
- Ability to demonstrate leadership qualities in highly stressful situations; making decisions quickly and decisively; often with limited information. During emergencies, circumstances change rapidly resulting in a necessity to adjust plans accordingly and be able to consider all the alternatives;
- Ability to identify the strengths and weaknesses of solutions and approaches, and the costs and benefits of each action;
- Ability to anticipate hazards and problems that may arise from an emergency in order to respond effectively;
- Ability to work with other government agencies, law enforcement officials, and the general public to coordinate emergency responses;
- Ability to represent the Department before Standing Committee, Deputy Minister Committees and other F/P/T forums;
- Ability to manage time, set priorities and make decisions;
- Ability to motivate others to take action and give direction to others;
- Ability to manage a diverse team of professionals which may be periodically called upon to respond to emergency events;
- Ability to communicate clearly and concisely to a vast array of individuals and groups, and resolve differences of opinion; and
- Ability to use a range of computer applications.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

A bachelor's degree in emergency management, and five years of relevant experience including one-year supervisory experience.

Equivalent combinations of education and experience will be considered.



### **ADDITIONAL REQUIREMENTS**

#### **Position Security** (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

#### **French language** (check one if applicable)

- ☐ French required (must identify required level below)
  - Level required for this Designated Position is:
  - ORAL EXPRESSION AND COMPREHENSION
    - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
  - READING COMPREHENSION:
    - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
  - WRITING SKILLS:
    - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

#### **Indigenous language:** Select language

- ☐ Required
- ☐ Preferred