



## IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Manager, Disaster Mitigation and Recovery	
Position Number	Community	Division/Region
21-16775	Yellowknife	Emergency Management/HQ

## **PURPOSE OF THE POSITION**

The position of Manager, Mitigation and Disaster Recovery is responsible for planning, preparing, implementing, monitoring and evaluating disaster mitigation and recovery programs, plans and activities for the Department of Municipal and Community Affairs. The position is responsible for the administration and implementation of the territorial Disaster Assistance Policy and the Disaster Assistance Funding Policy, and administration of the federal disaster programs including Disaster Financial Assistance Arrangements and the Emergency Management Assistance Program.

## **SCOPE**

Located in Yellowknife, the position reports to the Director, Emergency Management, and provides expert advice and makes recommendations for senior management and the Minister of Municipal and Community Affairs (MACA) on matters related to the design and delivery of emergency management programs with a focus on disaster mitigation, prevention, and recovery plans and programs. Through the use of sound planning, monitoring and evaluation techniques, the incumbent ensures that these programs are designed and delivered effectively and efficiently to meet the needs of Northwest Territories (NWT) residents and communities.

The position works closely with federal and territorial partners, Regional Emergency Management Organizations (EMOs) and with all other Government of the Northwest Territories (GNWT) departments and agencies as a key member of the Territorial EMO and Territorial Planning Committee.

The position is responsible for the development of mitigation and recovery tools to support communities, Regional EMOs, the Territorial EMO and GNWT departments and agencies in their emergency management and disaster response and recovery endeavors (prior to, during and



after a disaster event), and is accountable for the planning, monitoring, implementation and/or refinement of the Emergency Management Act and the Northwest Territories (NWT) Emergency Plan with respect to mitigation and recovery; and the Disaster Assistance Policy (DAP) and accompanying recovery programs, and all other supporting plans and standard operating procedures.

The position is responsible for overall financial management of the GNWT's disaster recovery approach. Recent large-scale emergency response and recovery costs have ranged from \$28 million to \$175 million. Depending on the scale of the recovery effort, the Manager also manages the associated recovery team.

The position works with privileged client information and must work within the framework of the Access to Information and Protection of Privacy Act. The position must adhere to all relevant GNWT records and financial requirements.

The position has regular and intrinsic contact with other MACA employees who coordinate emergency management operations for their respective regions. This participation is critical to make changes and improvements to the management of service delivery and productive information sharing. Positive management and credibility of the NWT emergency management system is directly related to effective monitoring and planning.

This position leads the development of performance measurements to ensure that MACA staff and contracted services are focused on results that meet the needs of residents in the NWT during a major emergency and throughout the recovery process when they are most vulnerable.

## **RESPONSIBILITIES**

- 1. Lead mitigation and recovery planning for GNWT departments and agencies and other key emergency management partners to ensure that appropriate programs, plans, systems, policies, and processes are in place to meet territorial and federal legislation and requirements for mitigation, prevention and recovery.**
  - Provide expert advice on the design and delivery of emergency management mitigation and recovery programs and plans for top hazards for the NWT including floods, wildfires, winter power outages and pandemics.
  - Participate on the GNWT Territorial Planning Committee established pursuant to the Emergency Management Act.
  - Monitor mitigation and recovery programs and report on activities to senior management, the Minister and other elected officials, and key emergency management partners.
  - Lead the development of after-action reviews following major incidents and emergencies to identify lessons learned and recommendations for future activities.



- Manage and oversee the preparation of support material for the Minister, such as briefing notes, presentations, speaking notes/statements and lead support for the preparedness and participation of the Minister and the Deputy Minister at Federal/Provincial/Territorial Ministers responsible for Emergency Management meetings.
- Develop, evaluate and maintain GNWT recovery tools (e.g., Standard Operating Procedures, forms and guidelines, educational tools) based on changes to federal recovery programs and GNWT policies, risk and climate, technological, best practices or knowledge gained from outcomes of previous recovery situations.
- Coordinate exercises and evaluations of the Executive Council Disaster Assistance Policy, the Ministerial Disaster Assistance Funding Policy and other recovery policies, programs and tools to ensure alignment with territorial legislation and best practice.
- Develop and maintain relationships with MACA regional and program staff, federal partners, community governments, GNWT departments and agencies, and the private sector to facilitate plan development and recovery effort coordination.

**2. Support the development of public sector mitigation and recovery capacity in the NWT through the development and delivery of educational programs, training exercises and development of planning tools.**

- Foster and promote regional collaboration and coordination, standardize systems, processes and best practices for program development and implementation.
- Build and coordinate linkages between Regional EMOs, and territorial and federal emergency management officials.
- Delivery of disaster recovery training and exercises to assist community governments and GNWT staff in maintaining adequate capacity to recover from emergencies.
- Through training and development, ensures appropriate resources, equipment, and staff availability to recover from emergencies and makes recommendations concerning resource sufficiency and allocation.
- Work with MACA regional offices and community governments utilizing a variety of workshops to update and practice recovery plans.
- Lead GNWT and community government participation in territory wide and/or regional emergency exercises involving a wide variety of participation by emergency management partners and officials (e.g. Operation NANOOK).
- Provide expert program advice and guidance to regional and territorial officials to interpret standard operating procedures, policies and guidelines to support resolution of problems and promote a coordinated continuum of programs and services throughout disaster recovery.
- Research, review, and recommend new or improved legislation, regulations, procedures, policies and guidelines for new or improved programs and services.



- 3. Oversee the recovery team in providing advice, guidance and expertise to community governments, non-government organizations, small businesses and residents seeking disaster assistance as per the provisions of the Executive Council Disaster Assistance Policy, the Ministerial Disaster Assistance Funding Policy, and federal programs including Disaster Financial Assistance Arrangements and the Emergency Management Assistance Program.**
  - Work with service providers and community governments to obtain assessments of damage, emergency work required on an urgent basis (e.g., mold abatement), repairs to private homes where required, assessment of environmental spills, etc.
  - Arrange to produce and review various documents such as mitigation assessments, structural assessments, property appraisals and environmental assessments.
  - Manage a high volume of inbound-outbound phone, e-mail and in-person contacts from both current and potential clients.
  - Oversees work of Pathfinders to identify opportunities for creative solutions to assist clients, within the provisions of territorial and federal disaster assistance programs, to access disaster assistance, including:
    - Advise clients about eligibility for disaster assistance.
    - Assist clients to fill out applications for disaster assistance.
    - Assess and advise clients on accessing advance disaster assistance where needed.
    - Maintain a client resource database.
    - Review and make decisions on applications for funding such as advance payments, displacement allowances, repair claims, replacement claims and others for eligibility and accuracy.
    - Provide suitable accommodations in cases where clients housing has been damaged or destroyed.
    - Assist community government staff to navigate the disaster assistance process and to complete applications for assistance.
    - Support local governments in eligibility reviews of repair and mitigation projects.
- 4. Serve as GNWT lead representative at Provincial/Territorial (P/T) and Federal/Provincial/Territorial (F/P/T) mitigation and recovery working groups.**
  - Lead the research, development and analysis in development of the GNWT position on emergency management issues for mitigation and recovery.
  - Lead the development and implementation of national emergency management initiatives and programs for mitigation and recovery in the NWT including participation in flood risk reduction initiatives.
  - Consult with NWT stakeholders concerning national policy initiatives of interest to NWT residents and/or communities including the Disaster Financial Assistance Arrangements and other federal programming.



**5. Respond to major emergency events and incidents when they occur by coordinating and delivering emergency response programming.**

- Gather information, establish situational awareness and develop situation reports in accordance with established protocols.
- Work with subject matter experts in GNWT and federal departments and agencies, communities and the private sector to monitor hazards (i.e., wildfires, floods, diseases).
- During an emergency response, assume a leadership role on the territorial Incident Management Team (e.g., Incident Commander, Section Chief, etc.).
- Maintain up-to-date and accurate emergency contact lists of key emergency response stakeholders and resource lists of territorial EMO equipment and supplies.
- Maintain emergency event files of emergency response decisions, activities and expenditures in support of post-event and recovery activities and claims.
- Act as territorial duty officer on rotation.

**6. Administer territorial and federal recovery programs**

- Administer all provisions of the Executive Council Disaster Assistance Policy and the Ministerial Disaster Assistance Funding Policy, including forming recommendations for the GNWT to apply the policies to a specific disaster event.
- Ensure alignment between territorial disaster assistance policies and federal disaster assistance policies including Disaster Financial Assistance Arrangements and the Emergency Management Assistance Program.
- Explain and communicate often technical information related to federal and territorial disaster assistance programs to senior management, GNWT departments and agencies, community governments, non-profit organizations, businesses and residents whose homes, business operations and infrastructure have been partially or completely destroyed by a disaster event.
- Lead work related to making GNWT claims and processing reimbursement from Canada under federal disaster assistance programs, including maintaining accurate financial record keeping, and detailed file information to ensure that eligibility and payment amounts comply with program requirements thus ensuring that GNWT is fully reimbursed for all eligible expenditures by Canada.
- Provide expert advice to GNWT departments and agencies related to eligibility for expenditures under federal disaster assistance programs, including provision of information, answering technical questions, and working with financial and insurance areas of the GNWT.

**7. Manage the human and financial resources of the unit.**

- Participate in staffing activity for the unit, including staff orientation.
- Actively manage and supervise all direct reports including assigning work to staff, assessing performance, and taking disciplinary action if required.
- Ensure staff have access to necessary resources, supplies, equipment and information.



- Develop and implement annual work plans which establish short and long-term objectives for the unit.
- Identify training requirements and opportunities for staff.

## **8. Act on behalf of the Director, Emergency Management during their absence.**

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual demands.

#### **Environmental Conditions**

No unusual demands.

#### **Sensory Demands**

No unusual demands.

#### **Mental Demands**

The position is subject to urgent deadlines, changing and competing priorities. The incumbent is required to work extended hours when in a crisis management role, and in those situations will encounter residents who are under unusual stress.

The incumbent will be required to be on a standby rotation throughout the year and must be available to respond to emergency management issues and response activities during periods of increased risk to communities.

The incumbent is required to travel 10 to 20 times per year, for up to two weeks at a time, driving and flying between communities in a variety of weather conditions.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of emergency management principles, plans and practices.
- Knowledge of and/or the ability to acquire and utilize knowledge of the Incident Command System.
- Knowledge of building and construction techniques and methods for buildings, roads, and other types of infrastructure.
- Knowledge of project management methods.
- Knowledge of and/or the ability to acquire knowledge of territorial and federal emergency management legislation, plans, agreements, frameworks, strategies, and policies.



- Ability to acquire and utilize knowledge of northern community governments and regions.
- Able to accurately interpret information to make a decision or recommendation.
- Research, analysis, synthesis, and evaluation skills.
- Presentation, facilitation, listening and communication skills.
- Interpersonal, conflict resolutions, problem solving and leadership skills.
- Computer skills in word processing, spreadsheets and presentation programs as well as internet and electronic communications.
- Ability to co-ordinate the development of Emergency (mitigation/recovery) Plans, standard operating procedures, educational material and templates, ensuring territorial/regional emergency management linkages.
- Ability to develop and deliver disaster recovery training workshops to regional staff and department management.
- Ability to develop and establish broad scale, longer-term objectives, goals or projects.
- Ability to prioritize, adapt quickly and take decisive action in high-stress situations
- Ability to effectively work with a wide range of stakeholders including residents, businesses, non-government organizations, community governments, department officials, federal and other organizations.
- Ability to deal with others respectfully and tactfully.
- Ability to coach and mentor.
- Ability to devise innovative and consensus building solutions to solve complicated issues.
- Ability to handle highly confidential material in a discreet and professional manner.
- 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 degree in emergency management or civil engineering or similar technical education with course work in emergency management, and six (6) years in emergency response or recovery, disaster planning or project management, including two years supervisory experience.

The following would be considered assets:

Experience working as part of an Incident Management Team.

Previous experience with major emergency events.

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