



IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Emergency Preparedness Planner	
Position Number	Community	Division/Region
21-16778	Yellowknife	Emergency Management/HQ

PURPOSE OF THE POSITION

The Emergency Preparedness Planner is responsible for planning, preparing, implementing, monitoring and evaluating Emergency Management plans and planning tools for the Department of Municipal and Community Affairs. The incumbent conducts research, analyses and provides recommendations on issues related to the delivery of the emergency response services in the Northwest Territories. The analyses and recommendations will directly impact the delivery and access of emergency response throughout Northwest Territories.

SCOPE

Located in Yellowknife, the Emergency Preparedness Planner (Planner) 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, delivery of emergency mitigation, planning, preparedness, response and recovery plans and programs. Through the use of sound planning, monitoring and evaluation techniques the incumbent ensures that these services are designed and delivered effectively, efficiently and meet the needs of Northwest Territories (NWT) residents.

Working closely with the Regional Emergency Management Organizations (EMOs) and with all other Government of the Northwest Territories (GNWT) departments as a member of the Territorial Emergency Management Organization and Territorial Planning Committee, the Planner is accountable for the development and delivery of educational materials during workshops and tabletop exercises. The Planner is responsible for the development of planning tools to support communities in their emergency planning endeavors and is accountable for the planning, monitoring, implementation and/or refinement of emergency management plans that are consistent with the NWT Emergency Plan.



To ensure that emergency planning tools remain responsive to changing practice and the needs of NWT residents, the incumbent develops short and long-term plans and implements standards and monitoring criteria regarding the administration of emergency management programs in each of the NWT regions. The application of monitoring and planning tools is critical to ensure that emergency management programs are operating according to best practices.

The position involves working individually and concurrently on multiple projects of varying complexity that involve several or all MACA regional offices, GNWT departments, other key emergency management partners, including critical infrastructure providers and non-government organizations, and federal government agencies. The incumbent completes many of their tasks by leading teams and consulting with stakeholders. Through the use of project teams, the Planner identifies priorities, develops short and long-term plans for identified projects, and coordinates and/or reviews project work assigned to the members. The incumbent is guided by strategic and operational objectives of the Division and the Department and has broad latitude in the management and conduct of the projects undertaken. Supervision is provided at milestones.

The Planner has regular and intrinsic contact with departmental and Regional MACA employees who manage emergency management operations for their respective areas. This participation is critical to affect change 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.

Emergency response situations and site visits will expose the incumbent to a variety of weather conditions, and potential hazards, where appropriate personal protective equipment will be required. 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. High concentration during emergency response is required to capture relevant detail and avoid distraction. A heightened sense of awareness is required to ensure personal safety when visiting emergency sites.

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.

This position also leads the development of performance measurements to ensure that the Department, Regional MACA staff and contracted services are focused on results that meet the needs of residents in the NWT during a major emergency.



RESPONSIBILITIES

- 1. Work with EMO staff, MACA regions, departments and other key emergency management partners to ensure that appropriate plans, systems, policies and processes are in place to meet territorial and federal legislation and requirements for emergency mitigation, planning, response and recovery.**
 - Provide expert advice for the consideration of MACA Senior Management and the Minister of MACA on the design and delivery of emergency preparedness, pandemic and ground ambulance programs for the department.
 - Establish visible and sustained Territorial leadership, working with all health authorities, identifying issues and developing strategy related to risk management, emergency preparedness and business continuity.

- 2. Develop, maintain and monitor the Department of Municipal and Community Affairs Emergency Management plans, educational programs and tools, working in consultation with MACA regional staff and collaboration with Territorial emergency management officials.**
 - Co-ordinate the development of Emergency Plans, standard operating procedures, educational material (workshops and table top exercises) and templates (spanning all hazards through all phases of prevention, mitigation, preparedness, response and recovery), ensuring linkages with territorial and regional Emergency Management officials.
 - Define gaps and other barriers to cohesive Emergency Management governance across the Regions, such as the need for management/decision frameworks and other agreements, or policy/regulatory proposals. Instigate the resolution / address of these gaps/concerns.
 - 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.
 - Represent the department, as the emergency preparedness expert, at intra/interdepartmental and intergovernmental meetings, including FPT forums.
 - Manage various projects/initiatives to enhance regional and territorial emergency management.
 - 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.
 - Research, review, and recommend new or improved legislation, regulations, procedures, policies and guidelines for new or improved programs and services.
 - Make recommendations on the resources, both human and fiscal, that will effectively and efficiently meet the short-term and long-term needs of regions and the Department



to maintain emergency preparedness. Maintain and monitor emergency stockpiles, working with Federal/Provincial/Territorial counterparts to ensure adequate supplies are available.

3. Support community emergency preparedness through the development of education workshops and tools, training exercises, and planning tools.

- Develop and operationalize an annual workplan that identifies priorities and activities for emergency management and planning.
- Provide leadership and coordinate the resources required to assist Regional and community EMOs and the GNWT to develop robust emergency plans and programs.
- Develop and deliver emergency preparedness awareness and training workshops to regional staff and department management.
- Lead and participate in emergency preparedness tabletop and full simulation exercises with other Government Departments, Community Governments and other agencies through TEMO.

4. 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 TEMO equipment and supplies.
- Maintain emergency event files of emergency response decisions, activities and expenditures in support of post-event and recovery activities and claims.
- Support the After-Action Review process and recommend improvements to regional components of emergency plans and programs.
- Act as territorial duty officer on rotation.

5. Act on Behalf of the Director, Emergency Management during their absence.

6. Support the division, directorate and/or the minister through investigating and/or addressing issues, developing correspondence, writing briefing notes, developing submissions or position papers.



WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent is required to travel 10-20 times per year, for up to two weeks at a time which may disrupt personal life.

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 Canada.
- Knowledge of and/or the ability to acquire knowledge of NWT emergency management legislation, plans, agreements, frameworks, strategies, and policies.
- Ability to acquire and utilize knowledge of northern local government and regions.
- Able to accurately interpret information in order 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 Plans, standard operating procedures, educational material and templates, ensuring territorial/regional Emergency Management linkages.
- Ability to develop and deliver emergency preparedness awareness and training workshops to regional staff and department management.
- Ability to develop and establish broad scale, longer-term objectives, goals or projects.
- Ability to anticipate obstacles realistically and plan for contingencies that factor in unexpected problems and uncertainties.
- Ability to prioritize and maintain focus in the face of demanding deadlines/expectations.
- Ability to make decisive and accurate action to deliver solutions and achieve goals.
- Ability to adapt quickly and take command in high-stress situations.

- Ability to effectively work with a wide range of stakeholders including community governments, department officials, federal and other organizations.
- 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 social sciences (e.g. sociology, psychology or education) with course work in emergency management; and two (2) years of directly related emergency management experience.

Equivalent combinations of education and experience will be considered.

The following would be considered assets:

- Experience working as part of an Incident Management Team (IMT)
- Previous experience with major community emergency events.

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