



IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Director, Emergency Management	
Position Number	Community	Division/Region
21-17107	Yellowknife	Emergency Management/HQ

PURPOSE OF THE POSITION

The Director, Emergency Management is responsible to provide leadership, direction and oversight in the management and administration of Government of the Northwest Territories (GNWT) public safety legislation, policies and programs for emergency management, including disaster preparedness, response, recovery and mitigation.

The Director is responsible for overseeing administration and implementation of the Emergency Management Act, the Northwest Territories Emergency Plan, the Disaster Assistance Policy, the Ministerial Disaster Assistance Funding Policy and, in the event of a large-scale disaster where response and recovery costs exceeds what the GNWT could reasonably be expected to bear, overseeing the GNWT's activities and administration of the federal Disaster Financial Assistance Arrangements and Emergency Management Assistance Program.

SCOPE

The Director is located in Yellowknife and reports to the Assistant Deputy Minister, Regional Operations, of the Department of Municipal and Community Affairs (MACA/the Department). The work of this position supports and impacts programs delivered by both headquarters and regional offices. These programs affect all GNWT Departments, community governments and residents of the Northwest Territories (NWT).

MACA is responsible for the development and maintenance of community governments, responsive and responsible to the residents, with sufficient legal authority and resources to carry out community responsibilities, to provide public programs and services essential to good community life and to deal effectively with other government organizations. The Department is also responsible for protecting the interests of consumers. MACA accomplishes this mandate through supporting capable, accountable, and self-directed community governments in providing a safe, sustainable, and healthy environment for community residents.



MACA is highly decentralized in the delivery of its programs and services. Its regional offices operate in a complex environment serving remote and often isolated communities with limited capacity, extreme weather conditions, short construction seasons, challenging seasonal transportation logistics and close proximity to an active political environment.

The Director plays a key role in promoting disaster mitigation and prevention, emergency planning and preparedness, coordinating the GNWT's response to supporting community governments with emergencies, supporting community governments with disaster recovery, managing the territorial public alerting system, and administering disaster recovery programming. The Director is also involved in the formation of territorial policy positions relative to emergency management issues in various national, regional and territorial forums. The Director represents the GNWT in national and international emergency management and public safety forums and their associated sub-working groups, including the Senior Officials Responsible for Emergency Management, Canadian Council of Emergency Management Organizations, and the Arctic Security Working Group.

The Director oversees the Territorial Emergency Management Organization, which is the primary emergency planning and response forum in the NWT and has membership from all GNWT departments, critical infrastructure providers, and other emergency management partners such as the Royal Canadian Mounted Police, Joint Task Force North and Public Safety Canada. The Director also provides support to the MACA Regional Superintendents and Regional Emergency Management Coordinators in leading each of the five Regional Emergency Management Organizations and in delivery of emergency management programming.

Climate change has direct impacts on hazard types as well as severity and frequency of emergency events in the NWT. Planning for and adapting to the impacts of climate change in the emergency management realm requires coordination with all GNWT departments and agencies, as well as with the federal government, community governments and other agencies such as critical infrastructure providers. Implications of climate change may require planning for strategic relocation of all or portions of a community, hazard mapping, land use planning and more. The Emergency Management Division is often involved and looked to for strategic priority setting when collaborating on climate change related initiatives.

The Director provides leadership to staff responsible for delivery of a diverse suite of emergency management programs, and promoting a positive team environment where people can make a valuable and satisfying contribution. High risk season extends from April to October each year, when Emergency Management staff can expect to be required to respond to multiple emergency events. During these periods of high demand and stress, the Director is responsible to monitor staff to ensure morale remains high and ensure mechanisms are in place to prevent staff burnout.



As a member of the MACA Senior Management Committee, the Director participates in setting priorities and objectives and contributes to the preparation of departmental business plans and budgets. The Director has direct responsibility for the compensation and benefits, and operations and maintenance, of the Emergency Management Division.

In situations where the GNWT has invoked the Disaster Assistance Policy, the Director is responsible for the delivery of the GNWT's disaster recovery approach including overall financial management. Recent large-scale emergencies response and recovery costs have ranged from \$40 million to \$175 million.

The Director is responsible for supporting the Assistant Deputy Minister in all emergency management program and policy areas requiring departmental participation and for the department's role in supporting the broader mandate of the GNWT.

DIMENSIONS

The position is responsible for the work of six subordinate positions, four that report directly to the Director. In addition, five Regional Emergency Management Coordinators, one in each Regional Office, have an operational reporting relationship to the Director.

Compensation & Benefits - \$920,000

Operations & Maintenance - \$109,000

In the event of a large-scale disaster where the Disaster Assistance Policy is applied and recovery needs dictate, a recovery team is stood up as a temporary branch within the Division, which also reports to the Director. The scale of the recovery branch directly corresponds with the scale of the disaster event. Duration of the existence of a recovery branch varies depending on the scope of the disaster and the time required to complete recovery activities - historically, terms have been for a 12-to-48-month period but may be extended beyond that depending on the nature and complexity of damages due to the disaster event. The national average to complete recovery activities after a flood is between 5 and 7 years.

Positions that may be included in a recovery branch:

- Manager, Disaster Recovery and Mitigation
- Manager, Recovery Finances
- Policy Advisor(s)
- Senior Program Analyst(s)
- Financial Analyst(s)
- Pathfinder(s)
- Administrative support

The budget noted above is subject to change should a large-scale emergency event occur.



RESPONSIBILITIES

1. Uphold and consistently practice personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.
2. Directs the development, implementation, coordination and evaluation of an effective emergency management framework and programming for the GNWT, other government agencies, and non-government partners, which includes planning, mitigation, preparedness, response and recovery legislation, policies and supporting standard operating procedures, and other resources.
3. Directs territorial emergency management strategies aimed at supporting key partners and community governments in strengthening community emergency management programs.
4. Directs the creation, implementation and renewal of community emergency management training and exercise programs, as well as other tools and templates.
5. Leads the GNWT's activities and administration of the federal Disaster Financial Assistance Arrangements and Emergency Management Assistance Program in the event of a large-scale disaster where response and recovery costs exceed what the GNWT could reasonably be expected to bear.
6. Represents GNWT's interests and provides input and direction to various inter-governmental and non-governmental committees, working groups and task forces.
7. Oversees public safety communications throughout emergency responses, including internal to the Emergency Management Organization and with senior management, other departments, elected officials, external agencies, and the federal government.
8. Directs the effective implementation and operation of NWT Alert, the public alerting system for the NWT.
9. Develops annual workplans for the Territorial Emergency Management Division and Regional Emergency Management Coordinators for each region.
10. Manages the preparation of Ministerial briefing materials and Cabinet and FMB submissions to ensure compatibility with the Department's vision, mandate, format, procedures and timelines.



11. Contributes to the effective management of the Department through positive collaboration and by providing expert advice and support on emergency planning, preparedness, response and recovery to the senior management, divisions and regional offices of the Department.
12. Supervises, motivates and mentors subordinate staff. Supports development of a professional workforce through education and mentorship initiatives. Establishes performance management process, including consideration for training and development for employees.
13. Manages the human and financial resources of the Emergency Management Division.

WORKING CONDITIONS

Assumptions are that the incumbent is reasonably suited to the job, and performs competently, and that all appropriate measures have been taken to mitigate undesirable working conditions;

Physical Demands

Typical office environment.

Environmental Conditions

Typical office environment.

Sensory Demands

No unusual demands.

Mental Demands

The position will encounter emergency response events, politically charged situations involving disaster response and recovery, and emotionally charged or confrontational situations involving residents.

The incumbent participates on an after-hours duty roster for the 24/7 emergency management Duty Line (a baseline of 60% of a calendar year).

The incumbent is required to be on a standby rotation throughout high-risk periods (April to September) and must be available to respond to emergency management issues and response activities during periods of increased risk to communities.

The incumbent may be required to travel up to 6 times per year, for several days at a time, driving and flying between communities in a variety of weather conditions.



KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of emergency management legislation, theories and practices.
- Knowledge of the Incident Command System in Canada.
- Knowledge of project management and an ability to manage large and small projects from pre-planning to implementation and evaluation.
- Knowledge of northern local government and regions.
- Knowledge of procurement practices.
- Knowledge of computer software, including word processing, database, e-mail and communications programs.
- Knowledge of hazards and risks to public safety.
- Management and supervisory skills.
- Analytical and organizational skills.
- Written and verbal communications skills including the ability to maintain professional communications in difficult circumstances and communicate complex concepts in understandable terms for a wide variety of audiences.
- Conflict resolution skills.
- Presentation and facilitation skills.
- Strategic-thinking skills and judgement.
- Ability to work to deadlines and respond effectively to frequently changing deadlines.
- Ability to adapt quickly and take command in high-stress situations.
- Ability to act as a key team player and support learning in others and self.
- Ability to manage time, set priorities and make decisions to achieve operational and strategic objectives.
- Ability to work with a wide range of stakeholders, including community governments.
- 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 public administration, political science, business administration, or emergency management, with eight (8) years related experience that includes major community emergency events as part of an Incident Management Team (IMT), and including a minimum of (4) years management or 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