

Emergency Services Coordinator (Facility Emergency Response Program and Corporate Security)

Program Services 4

Alberta Human Services, Edmonton. A successful society is defined by its people and the opportunities available for them to fully and actively participate in all aspects of life and provide for their families. Human Services works to foster a society in which families are secure and resilient, individuals have safe, sustainable employment, vulnerable Albertans have the supports they require, and no one is left behind. You can be part of helping us make a difference!

The ministry, as identified in the Government Emergency Management Regulation, is responsible to manage all emergency plans and any other related hazard specific plans that may be required to support the provincial and ministry response to events. The Emergency Management and Business Continuity Program leads the ministry in emergency management best practices recognizing the four pillars of emergency management: mitigation, preparedness, response and recovery. The programs goal is to provide leadership, guidance, and expertise throughout all phases of emergency management ensuring the ministry is prepared to respond to and recover from emergencies impacting staff, clients, and Albertans.

Follow the link to see what else we have to offer: <http://humanservices.alberta.ca>

Are you looking for an opportunity to demonstrate your expertise in Emergency Management and your leadership skills? Embark on this journey to a successful career in one of the largest ministries.

This newly created position is responsible for the development and implementation of the Ministry Facility Emergency Response Planning (FERP) and Corporate Security strategies. As the ministry lead, you will be responsible for the FERP Program and provide leadership and guidance to the ministry site FERP teams and site managers in support of the Ministry Emergency Management Framework. Your responsibilities will include:

- Assessing the preparedness level and the ministry's ability to respond to potential impacts.
- Providing innovative and multifaceted solutions to ensure safety at our sites as part of the corporate security responsibility.
- Creating linkages and networks with internal and external stakeholders and representing the Ministry at various cross government committees and working groups while pushing the ministry's agenda forward.
- Directing the coordination of emergency management activities in collaboration with stakeholders ensuring compliance to legislative requirements and standards.
- Acting as the Primary Emergency Management Officer for Consequence Management and alternate for Business Continuity during activation mode.

As the ideal candidate, along with your expert knowledge of the Emergency Management Act and Regulations, Occupational Health and Safety Standards, Fire Safety Codes, Incident Command System and emergency management programs, principles and procedures, you will have well-honed competencies in the following areas:

- SYSTEMS THINKING to understand how the results of our work impact our colleagues and stakeholders in a variety of ways.
- CREATIVE PROBLEM SOLVING to be more innovative and creative as we address current and future challenges.
- AGILITY to readily adapt to changing priorities, maintain resilience in times of uncertainty and effectively work in a changing environment.

- DRIVE FOR RESULTS to be disciplined in managing your work and proactively address challenges and find solutions to achieve our goals.
- BUILDING COLLABORATIVE ENVIRONMENT/DEVELOP NETWORKS: Proactively building networks, connecting, and building trust in relationships with different stakeholders.
- DEVELOPING SELF AND OTHERS

In addition, your strong project management, facilitation and consultation skills will be key to your success.

In return, what we offer are:

- Comprehensive benefits plan:

<http://www.chr.alberta.ca/Employees/DocList122.cfm>

- Pension plan:

<http://www.pspp.ca/>

If you are up for the challenge we want to hear from you!

Salary: \$2,648.35 - \$3,471.63 bi-weekly (\$69,121 - \$90,609 per annum). Closing Date: September 28, 2014. Job ID #1026451

Qualifications: A Degree in a related field is required, plus a minimum of 4 years of related experience in Emergency Management or a related field. An Associate Business Continuity Professional designation is desirable. Certification as a Protection Professional or Physical Security Professional will be beneficial. Project management training or experience is an asset. Equivalencies will be considered.

Notes

1. Travel across the province is required, therefore, the successful candidate must have a valid Driver's License and access to a reliable vehicle.
2. Emergencies are unpredictable and therefore candidate must be available to respond and report for work on short notice.
3. Candidates with lesser qualifications may be considered at a lower level.
4. This competition may be used to fill future vacancies at the same or lower classification level across the Government of Alberta.

Online applications are preferred. Please ensure that you include contact information including email address on resume. Note: As only one file can be uploaded, please ensure your cover letter, resume and any other related documents are submitted in one file. Applicants who apply online will be able to track the status of this competition.

If you are unable to apply online, please submit your cover letter and resume, quoting the Job ID, to: Chylynn Landsman, Alberta Human Services, 3rd Floor, Centre West Building, 10035 - 108 Street, Edmonton, AB T5J 3E1. Phone: 780-644-2987; Fax: 780-644-4962.

For individuals who have obtained educational credentials from outside of Canada, it is recommended that you obtain an evaluation of your credentials from the International Qualifications Assessment Service (IQAS) and include the IQAS assessment certificate as part of your application. Further information on IQAS is available at: <http://eae.alberta.ca/labour-and-immigration/overview-of-immigration/international-qualifications-assessment-service.aspx>

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' education and experience best meets the needs of the position. Only individuals selected for interviews will be contacted via email.

www.jobs.alberta.ca

Although this competition is closing on September 28, 2014, please continue to check jobs.alberta.ca for all career opportunities with the Government of Alberta.