

# Manager, Emergency Management

## Position Details

### Position Information

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| <b>Position Title</b>      | Manager, Emergency Management  |
| <b>Posting Number</b>      | 00277SA  |
| <b>Location</b>            | Various Douglas College Campuses/Satellite Campuses  |
| <b>Grade or Pay Level</b>  | A - Pay Band 11  |
| <b>Salary Range</b>        | -  |
| <b>Position Type</b>       | Administration - Regular   |
| <b>Posting Type</b>        | Internal/External  |
| <b>Regular/Temporary</b>   | Regular  |
| <b>Employment Type</b>     | Full Time  |
| <b>Posting Category</b>    | Administration   |
| <b>Start Date</b>          | 10/01/2018   |
| <b>End Date</b>            |  |
| <b>Day of the Week</b>     | Mondays to Fridays   |
| <b>Shift</b>               | 8:30-4:30 PM   |
| <b>Work Arrangements</b>   | This regular full-time position is available starting October 2018. Regular hours of work are 8:30 am to 4:30 pm, Monday to Friday. The work may involve situations requiring response outside of the normal work day timeframe, and the Manager is required to be on call, 24 hours a day, 7 days a week, in case of emergency. Travel between various Douglas College's locations will be required.  |
| <b>What Douglas Offers</b> | DO what you love. Be good at it. That's how Douglas College defines a great career. It's a philosophy that resonates through our classrooms, our offices and our boardrooms. It inspires our students and drives us to make Douglas College one of BC's Top Employers. We love what we do. And we're looking for passionate, motivated people to join us in making one of Canada's best colleges even better.  |
| <b>The Role</b>            | The Manager, Emergency Management is accountable for managing the overall planning and administration of the Emergency Management program at the College. This includes planning, preparedness, mitigation, risk management, response, recovery and business continuity to ensure employee, student and visitor safety and integration of the College into a disaster resilient community through compliance with legislation, maintaining community partnerships and leveraging new developments in related technology. The position develops policies and procedures and provides strategic advice to the Director and other administrators related to the planning, execution, control and evaluation of emergency management and business continuity initiatives. Because the work involves situations requiring response that may occur outside of the normal work day time frame, the Manager is on call, 24 hours a day, 7 days a week, and expected to respond in case of emergency. |
| <b>Responsibilities</b>    | Under the general direction of the Director, Safety, Security & Risk Management, the Manager, Emergency Management is accountable for the following: <ul style="list-style-type: none"> <li>• Develop and implement strategic and operational plans for areas of responsibility and participate in the preparation of the Department's and Division's strategic and operational plans.</li> <li>• Provide leadership, direction, expertise and advice to College employees regarding their respective roles in crisis and emergency planning and response, and business continuity, and promote their engagement in the development of the College and departmental plans, ensuring that departmental plans are consistent with College plans.</li> <li>• Direct the development and regular review of written policies, procedures, plans and programs for all aspects of emergency management and business continuity to ensure compliance with relevant</li> </ul>                        |

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|   | <p>legislation.</p> <ul style="list-style-type: none"> <li>• Perform risk analysis to identify disaster vulnerabilities and lead initiatives to develop, update, validate and implement College-wide emergency preparedness, response and business continuity plans.</li> <li>• Collaborate with other departmental managers to ensure activities reflect the overall goals and objectives of the Safety, Security and Risk Management Department.</li> <li>• Manage and direct the development, implementation, maintenance and revision of emergency response programs, support plans, education, awareness and training.</li> <li>• Direct and oversee the development, maintenance, testing and regular updating of business continuity plans with departments.</li> <li>• Manage the Emergency Response Supply program at all campuses to ensure the maintenance, assets, product shelf life, advancement in equipment and communications supplies are in operational readiness at all times.</li> <li>• Implement the Douglas College Emergency Operations Centre(s) (EOC), including the design, maintenance, operations and emergency response readiness, and coordinate physical resources, develop the staffing program and related training and exercising of the EOC.</li> <li>• Lead crisis response teams and management of the College's EOC in the event of a crisis, major emergency or disaster; prioritize, direct and supervise the planning, preparedness and mitigation to emergency situations including the deployment of resources and the mandating of any measures required for the safety of assets and personnel.</li> <li>• Manage the design, coordination and direction for the College's emergency response and business continuity exercises.</li> <li>• Manage the coordination, training and procurement needs of Emergency Response Teams and Floor Wardens.</li> <li>• Manage the development and operations of the DC Alert emergency notification system.</li> <li>• Conduct training sessions and presentations to familiarize employees and students with the Emergency Management Program for awareness of their responsibilities and safety in the event of a disaster.</li> <li>• Recruit employees to be members of the Emergency Response Teams.</li> <li>• Collaborate with the Director as required in the event of emergency response plan activation and recovery to manage the coordination of responses to an event.</li> <li>• In emergency response incidents, make immediate and appropriate decisions in order to prevent or minimize personal injury and/or damage to personal and public property.</li> <li>• In crisis or emergency situations, exercise their authority to close a campus, initiate a campus lockdown procedure, or take other actions as required to ensure the health, safety and security of students, employees and visitors.</li> <li>• Administer the College's Collective Agreements and representing management in the grievance process, as appropriate;</li> <li>• Participate in professional organizations and represent the Department and the College on internal and external committees, as required.</li> <li>• Act on behalf of the Director, Safety, Security &amp; Risk Management as and when required.</li> <li>• Perform other related duties as required.</li> </ul> |
| <p><b>To Be Successful in this Role You Will Need</b></p> | <p>To be successful in this role you will need:</p> <ul style="list-style-type: none"> <li>• Established professional credibility as evidenced by a Bachelor's Degree from an accredited post-secondary institution in a related area of study, or an equivalent combination of education and experience;</li> <li>• Five years demonstrated business continuity and emergency planning experience in an environment of similar scope and complexity, or the equivalent combination of education, training and experience;</li> <li>• Demonstrated working knowledge of the theories, principles and practices of:             <ul style="list-style-type: none"> <li>o Business continuity</li> <li>o Risk Assessment and Risk Management</li> <li>o Emergency planning, preparedness and response</li> <li>o Incident command system</li> <li>o Critical incident stress management</li> <li>o Effective communication strategies</li> <li>o Training methods and techniques</li> </ul> </li> <li>• Strong organizational, analytical and leadership skills together with an ability to ensure effective decision-making within a collegial environment;</li> <li>• Excellent written, verbal and interpersonal communications skills together with proven experience in resolving conflict;</li> <li>• Training experience and current knowledge of issues, regulations and best practices in the areas of business continuity and emergency management;</li> <li>• Demonstrated ability to model appropriate professional, ethical and collaborative behaviours consistent with the responsibilities of the position; and</li> <li>• Progressive supervisory experience, preferably in a unionized, public sector environment.</li> <li>• Certified Emergency Manager (CEM), and DRI Certified Business Continuity Professional (CBCP), or Associate Business Continuity Professional (ABCP) designation preferred; and</li> <li>• Canadian Risk Management (CRM), or a related designation is an asset.</li> </ul>   |
| <p><b>Link to Full Position Profile</b></p>               |   |
| <p><b>Diversity Statement</b></p>                         | <p>Douglas College is committed to being a workplace that is free of discrimination, that values diversity and is representative, at all job levels, of the communities we serve.</p>   |

## Posting Detail Information

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| <b>Open Date</b>                               | 08/20/2018   |
| <b>Close Date</b>                              | 08/31/2018   |
| <b>Open Until Filled</b>                       | Yes  |
| <b>Special Instructions to Applicant</b>       | Interested applicants must ensure that a resume and cover letter is submitted online by August 31, 2018. Please ensure your resume clearly explains how you meet the required knowledge, skills and abilities of the position for which you are applying.<br>All candidates selected for interview will need to bring original certificates and diplomas of educational credentials noted on their resume. |
| <b>Quick Link for Direct Access to Posting</b> | <a href="http://www.douglascollegecareers.ca/postings/2963">http://www.douglascollegecareers.ca/postings/2963</a>  |

## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* How did you hear about this employment opportunity?

- Douglas College Careers Site - Internal Posting
- Douglas College Careers Site - External Posting
- LinkedIn
- Indeed
- Facebook
- Instagram
- Personal Referral
- Agency Referral
- Professional Association Website
- Colleges and Institutes Canada (CICAN)
- Canadian Association of University Teachers (CAUT)
- Douglas College CareerHUB
- Others

2. \* Do you currently have a valid work permit?

- Yes
- No
- Not Applicable

3. \* If you have a valid Work Permit, please indicate Expiration Date. (Type-in N/A if not applicable).  
(Open Ended Question)

4. What are your salary expectations for this role?

- Under \$50,000
- \$50,000 to \$60,000
- \$60,000 to \$70,000
- \$70,000 to \$80,000
- \$80,000 to \$90,000
- \$90,000 to \$100,000
- \$100,000 to \$110,000
- \$110,000 to \$120,000
- More than \$120,000

## Documents Needed to Apply

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### Required Documents

1. Resume
2. Cover Letter

### Optional Documents

1. References with Contact Information