

<p>GOVERNMENT OF NEWFOUNDLAND AND LABRADOR POSITION DESCRIPTION FORM</p>	<p>1. NAME OF PRESENT INCUMBENT</p>	<p>2. POSITION NUMBER</p>
<p>3. ORGANIZATION LOCATION DEPT: Municipal Affairs DIVISION: Fire and Emergency Services BRANCH: Emergency Services PLACE OF WORK: Deer Lake</p>	<p>4. POSITION TITLE Regional Emergency Management and Planning Officer</p>	
	<p>5. CLASSIFICATION</p>	<p>6. CLASSIFIED BY</p>
	<p>7. DATE</p>	
<p>Items 2, 4, 5, 6 & 7 to be completed by Classification & Pay.</p>		
<p>DUTIES AND RESPONSIBILITIES:</p> <p>Under the Direction of the Manager of Plans and Operations, the incumbent:</p> <ol style="list-style-type: none"> (1). Coordinates and provides expert advice and clear direction to municipalities in the development, completion, maintenance and implementation of emergency management plans and protocols in order for municipalities to mitigate against, prepare for, respond to and recover from disaster's, emergencies and other adverse events. This may include assessing regional opportunities. Facilitate the integration of emergency plans, including municipal, private, government, etc partners. (2). Develops, designs, evaluates and delivers a broad scope of emergency management training programs. Conducts research, testing, and implementation in the continuous enhancement to the emergency management training program. Active leadership role in validation and maintenance of the training record database. (3). Responds to emergency/disaster created by adverse events in municipalities to provide leadership, guidance and support to the local government. Fulfills the position of emergency management coordinator when warranted. (4). Develops, designs, evaluates and delivers emergency management exercises. Exercises encompass the industry common types of discussion and operation based exercises. (5). Provides 24 hour on-call service for the provision of air support to ground search and rescue operations for missing persons in the province. (6). Provides 24 hour on-call service to municipalities and other emergency management partners to provide leadership and direction in the event of emergency/disaster. (7). Leadership role in program protocol, processes and policy development of emergency management. (8). Participates in the development and ongoing maintenance of the provincial government's business continuity and emergency management plans. (9). Provides logistical coordination of the provincial emergency operations center. (10). Develops, designs and delivers emergency management presentations to local government leaders at workshops, conventions and symposiums. (11). Liaison between first response agencies, government agencies and non-government organizations in all aspects regarding emergency management in the event of emergency/disaster. Act as the Divisional /Departmental representative on committees concerning emergency management. (12). Coordinator of the regional emergency management committee which incorporates emergency management stakeholders and partners in the province. (13). Further develops, manages and maintains the program's comprehensive file and record emergency management database. (14). Provides direction interpretation and advice of regulations pertaining to the Emergency Services Act, Municipalities Act and other legislation such as the Federal Emergency Services Act. (15). Perform other related duties as required by the Deputy Minister, the Director of Fire and Emergency Services and the Manager of Plans and Operations. 		
<p>9. I certify that the above is an accurate description of the duties of the position I occupy.</p> <p>SIGNATURE AND PRESENT TITLE OF EMPLOYEE _____ DATE _____</p> <p>10. Indicate number and classification of positions supervised:</p> <p>Attach additional sheets if necessary</p>		

(Items 11, 12 and 13 for department use)

11. What are the minimum qualifications required to perform these duties?

Considerable experience in emergency management training, emergency planning in particular as it relates to municipalities and their relationship with fire departments, health responder/facilities, police, the private sector and other government agencies/departments. A demonstrated understanding of the basis of emergency management. Experience in delivering emergency management training. This position requires demonstrated capabilities in communicating and dealing with the public, municipal groups, etc. In addition it requires an individual with sound management skills, and the ability to respond quickly and effectively in times of emergency.

The incumbent must have the following:

- Excellent communication skills, both oral and written
- the ability to time manage, and to exercise sound judgement in the analysis of emergency situations.
- the ability to establish and maintain effective working relationships

Education, general: Graduation from a recognized university or college with an undergraduate degree in social sciences, supplemented by experience in emergency management, or at least 5 years' experience in the emergency management field, or any equivalent combination of experience and training.

12. Describe the nature and extent of supervision received. Indicate the nature and extent of instructions provided and what review is made of the employees' work.

This position is supervised by the Manager of Plans and Operations, who is responsible for review, promotion and evaluation of municipal emergency planning in the province as well as for the delivery of comprehensive emergency management training. The incumbent is to function with a high degree of independence and to promote, review and assist in the further development of emergency management training, and emergency planning in the province. Work will require a major component of travel to the various municipalities within the assigned region (and provincially when required) with the overall goal to increase the emergency response capacity with in the province.

13. This is a complete and accurate description of the duties and responsibilities of this position.

Signature and Title of Immediate Supervisor	Date	Signature of Dept. Head	Date

14. (C.A.P. use) Reaudit Certification

Date						
Supervisor						
Classifier						