

## Emergency Management Program Advisor

Would you like an opportunity to contribute directly to Ontario's safety, while also strengthening government resiliency? Do you enjoy helping others succeed while working in a fast-paced operational organization? Are you looking for an opportunity to build relationships and support the development of ministry emergency management programs across the Ontario Public Service? If so, consider this opportunity with the Ministry of the Solicitor General to join Emergency Management Ontario as an Emergency Management Program Advisor.

### What can I expect to do in this role?

In this role, you will:

- provide emergency management advice and support to senior management, staff, ministries and other stakeholders on emergency preparedness, prevention, mitigation, response and recovery
- assist in the planning, development, delivery and evaluation of emergency management programs
- liaise with staff from various ministries and emergency management programs to ensure that emergency management materials accurately reflect the Ontario government's direction
- monitor and review provincial emergency management programs, and provide assistance to organizations in achieving compliance with legislated requirements

The position also requires:

- the ability to work irregular and extended hours, particularly during emergencies, and be on-call on a regular basis
- the incumbent to wear protective equipment/uniform in accordance with the Occupational Health and Safety Act

**Location:** Toronto

### How do I qualify?

#### Mandatory

You must have a valid class 'G' driver's licence or equivalent, as recognized by the Province of Ontario. The offer of employment is conditional upon the successful candidate providing proof that s/he has a valid driver's licence upon being hired.

#### Emergency management expertise:

- You have sound knowledge of emergency management principles, processes, practices, techniques, and related issues and trends.
- You have a good understanding of emergency management programs (e.g., Disaster Recovery for Ontarians Program, Municipal Disaster Recovery Assistance Program, National Emergency Stockpile System, Emergency Medical Assistance Team, Heavy Urban Search and Rescue, Chemical Biological Radiological Nuclear Team, Ontario Critical Infrastructure Assurance Program, etc.).
- You have knowledge of relevant federal, provincial and municipal legislation, and provincial emergency management doctrine, standards and related policy.
- You have knowledge of the roles and responsibilities of various levels of government, as well as external organizations (e.g., emergency services and the private industry).

#### Leadership and relationship management skills:

- You can establish and maintain partnerships with stakeholders from ministries, communities, advocacy groups, emergency organizations and government offices.
- You can work on cross-functional working groups to provide expertise on a range of emergency management issues and initiatives.
- You can demonstrate political sensitivity and can work effectively with diverse groups and communities.

#### Communication and adult education training skills:

- You can communicate clearly with clients, and respond to client inquiries and concerns.
- You have knowledge of adult education principles, practices and presentation techniques to assist in the development, testing and delivery of training and education programs.

### **Analytical and problem-solving skills:**

- You can quickly assess potential or actual emergencies, and provide appropriate advice, options and recommendations.
- You can identify gaps in emergency plans and emergency management programs, and anticipate possible impacts or future needs.
- You can analyze emergency exercises, and carry out hazard identification and risk assessments.

### **Computer proficiency:**

- You are proficient with common office productivity software such as word processing, spreadsheets, email, internet and presentation software.
- You have an ability to operate audio-visual equipment.

**Salary Range:** \$1,439.53 - \$1,758.59 Per Week

### **Additional Information:**

- 1 Permanent, 25 Morton Shulman Ave, Toronto, Toronto Region, Criminal Record Check

### **Note:**

- In accordance with the Ontario Public Service (OPS), Employment Screening Checks Policy (ESCP), the top candidate(s) may be required to undergo a security screening check. Refer to the above to determine the screening checks that are required for this position.

Required security screening checks along with your written consent, will be sent to the Transition and Security Office (TSO), Talent Acquisition Branch (TAB), HR Service Delivery Division (HRSD) to evaluate the results. If applicable, the TSO, with your written consent, will request and obtain any additional employment screening checks that were not obtained directly by you.

A record under the Criminal Code and/or other federal offence record(s) does not automatically mean you will be ineligible for the position. The employment screening check(s) will only be reviewed and evaluated by the TSO for the purpose of making a security clearance decision. The details of an individual's employment screening check(s) will be considered in specific relation to the duties and responsibilities of the position being filled. Employment screening check records will be maintained by the TSO and kept strictly confidential.

- The information that you provide for the purpose of this competition and the results from this competition may be used to fill other positions. These positions may be of various tenures, including short-term assignments. Your information and the results from this competition will be retained for the purpose of filling vacancies in accordance with the applicable collective agreement or policy provisions.

Please apply online, only, by **Wednesday, May 12, 2021**, by visiting [www.ontario.ca/careers](http://www.ontario.ca/careers) and entering **Job ID 158780** in the Job ID search field. Please follow the instructions to submit your application. Faxes are not being accepted at this time.

If you require accommodation in order to participate in the recruitment process, please contact us at [www.gojobs.gov.on.ca/ContactUs.aspx](http://www.gojobs.gov.on.ca/ContactUs.aspx) to provide your contact information. Recruitment Services staff will contact you within 48 hours. Only those applicants selected for an interview will be contacted.

The Ontario Public Service is an inclusive employer. Accommodation will be provided in accordance with Ontario's *Human Rights Code*.

[www.ontario.ca/careers](http://www.ontario.ca/careers)