

Senior Emergency Management Program Advisor

Are you interested in supporting the Province's emergency planning and preparedness functions? Consider this opportunity with the Treasury Board Secretariat to become part of an exciting, innovative team engaged in mapping out the future of emergency management in Ontario as a Senior Emergency Management Program Advisor.

About Emergency Management Ontario (EMO)

EMO is responsible for the promotion, development, implementation and maintenance of effective emergency management programs throughout Ontario and for the coordination of these programs with the federal government. The Emergency Management and Critical Infrastructure Programs Branch will provide leadership in the development, implementation and maintenance of a critical infrastructure program to support partners with their emergency and continuity planning.

Please click [here](https://www.ontario.ca/page/emergency-management-ontario) < <https://www.ontario.ca/page/emergency-management-ontario> > to learn more about us.

About the Position

The position involves providing support and expertise to the development, maintenance, and implementation of progressive and comprehensive emergency management programs (i.e., critical infrastructure or supply chain) in compliance with legislation, emergency plans, agreements, and emergency management policies.

OPS Commitment to Diversity, Inclusion, Accessibility, and Anti-Racism:

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the [OPS Anti-Racism Policy](https://www.ontario.ca/page/ontario-public-service-anti-racism-policy) < <https://www.ontario.ca/page/ontario-public-service-anti-racism-policy> > and the [OPS Diversity and Inclusion Blueprint](https://www.ontario.ca/page/ops-inclusion-diversity-blueprint) < <https://www.ontario.ca/page/ops-inclusion-diversity-blueprint> > pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's [Human Rights Code](http://www.ohrc.on.ca/en/ontario-human-rights-code) < <http://www.ohrc.on.ca/en/ontario-human-rights-code> >. Refer to the application instructions below if you require a disability-related accommodation.

What can I expect to do in this role?

In this role, you will:

- Support the development of programs that ensure ongoing efficient and effective delivery of progressive and comprehensive emergency management activities within Ontario
- Participate in projects focused on emergency management strategic, business, or organizational objectives and the implementation of new/revised programs and policies
- Provide advice to program areas and others in the development, revision and evaluation of emergency management plans
- Represent Emergency Management Ontario by participating on committees, task forces and working groups
- Design, proofread, and support the publication of comprehensive emergency management program documents
- Provide support to provincial emergency management response within an emergency operations centre, in the field, etc., as required

Location: Toronto

How do I qualify?

Research, Analytical and Problem-Solving Skills

- You have knowledge of research principles and techniques to maintain a current awareness of

emergency management trends and issues

- You can contribute to the development of emergency management strategies, plans, solutions, and program and policy options
- You can identify needs and evaluate trends and policies to identify requirements and develop recommendations
- You can determine whether stakeholder plans are compliant with related legislation, regulations, policies, procedures and standards, and make recommendations

Interpersonal and Communication Skills

- You have oral and written communication skills to recommend and discuss recommendations, provide technical advice, and develop training and communications materials
- You have interpersonal and relationship management skills to contribute to the development and maintenance of effective working relationships and consultations
- You have consensus-building and persuasion skills to maintain strong relationships and provide input into emergency/recovery/employee security/safety plans

Technical Knowledge and Skills

You have knowledge and skills in:

- Theory, principles, policies and practices related to emergency management, including preparedness, prevention, mitigation, response, recovery and resiliency
- Knowledge of the Emergency Management and Civil Protection Act and other provincial and federal legislation, policies and standards
- Risk management and assessment techniques to conduct risk assessments and identify areas for improvement and respond to emergencies
- Emergency management policies and practices related to critical infrastructure, Indigenous and/or ministry EM programs

Project Management Skills

- You have knowledge of project management principles, methodologies and best practices to participate in program development/delivery projects, initiatives and activities

Computer Skills

- You have working experience with computer software such as word processing and spreadsheets (e.g. Access, Excel, Word) and program-specific databases to conduct analysis and prepare reports, training and communication materials

Salary Range: \$69,425 - \$100,036 Per Year

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 Development Branch, Talent and Leadership Division 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 **Friday, August 26, 2022**, by visiting www.ontario.ca/careers, and entering **Job ID 185452** 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 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