



Where ideas work

## **Ministry of Public Safety and Solicitor General Saanichton**

This posting is to establish an eligibility list for future permanent and/or temporary opportunities.

There is currently one temporary opportunity until December 30, 2022. This opportunity may be extended and/or a permanent appointment may result from this temporary appointment.

### **DFA Operations Coordinator \$60, 9998.61 - \$69, 422.06 annually**

Emergency Management British Columbia (EMBC) is the lead coordinating agency in the provincial government for all emergency management activities: mitigation, preparedness, response and recovery.

Helping communities recover from disasters requires a robust, dependable Disaster Financial Assistance (DFA) program that is effectively managed and responsive to the needs of communities and individuals. The Coordinator, Recovery and Funding Programs is central to the successful delivery of DFA across the province during and after a disaster.

As part of the Recovery and Funding Unit of EMBC, the DFA Operations Coordinator supports local community disaster recovery, sets the standards for delivery of DFA to local governments and individuals. The DFA Operations Coordinator operates in a dynamic work environment with considerable uncertainty. Recovery efforts often commence a time when considerable organizational resources are dedicated to disaster response. The ability to use a flexible approach is key, as the scope and impact of disasters may not be immediately evident and access to internal and external resources, already engaged in disaster response, may be challenging.

#### **Qualifications for this role include:**

- Degree in business administration, economics, commerce, public administration, law, emergency management or related discipline and 2 years of related experience\*; OR
- Diploma in business administration, public administration, law, emergency management or related discipline and 3 years of related experience\*; OR
- Other relevant combination of education and/or experience\* may be considered.

#### **\*Related experience must include some experience in each of the following:**

- Experience with leading internal professionals and collaborating with external stakeholders (e.g., First Nations, Local Governments) in providing advice and guidance on program administration.
- Experience reviewing documents or applications for completeness and making recommendations for approval.
- Experience interpreting and applying legislation, regulations, and policy in complex situations.
- Experience in contributing to operational planning and reporting.
- Experience preparing concise senior-level briefings, submission documents, background material, reports, and correspondence on a variety of issues.

**For more information, and to apply online by September 5, 2022, please go to:**  
<https://bcpublicservice.hua.hrsmart.com/hr/ats/Posting/view/90792>