

Public Service Resourcing System

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Manager Emergency Management

Organization Name: Department of Justice - Management and CFO Sector / Corporate Services Branch

Location: Ottawa (Ontario)

Classification: AS - 07

Salary: \$89,112 to \$101,892

Closing Date: December 3, 2014 - 23:59, Pacific Time [Useful Information](#)

Reference Number: JUS14J-011230-000005

Selection Process Number: 2014-JUS-EA-JS-95541

Vacancies: 1

Employment Tenure: You must ensure that you select at least one employment type when submitting your application: [Employment Tenure](#)

Web site: For further information on the department, please visit [Department of Justice](#)

Process Intent

Initially, the position being staffed is Bilingual Imperative CBC/CBC. However, a pool of qualified persons resulting from this process may be used to fill similar positions at Justice Canada with various tenures and/or with Bilingual language requirements at various levels which may vary according to the position to be staffed.

Who Can Apply

[Useful Information](#)

- Persons residing in Canada and Canadian citizens residing abroad.

Citizenship

[Useful Information](#)

Preference will be given to Canadian citizens. Please indicate in your application the reason for which you are entitled to work in Canada: Canadian citizenship, permanent resident status or work permit.

Statement of Merit Criteria and Conditions of Employment

Applicants who meet the following criteria will also be assessed against the [Statement of Merit Criteria and Conditions of Employment](#) for this position.

Essential Qualifications

Qualifications that are necessary for the work to be performed and that must be met in order for a person to be appointed.

Official Language Proficiency

[Useful Information](#)

Various language requirements

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staffed.

Education

[Useful Information](#)

Degree from a recognized university or successful completion of a two (2) year (minimum) College diploma program related to the field of work

Experience

Considerable* experience in managing operations within a Corporate Security Program** in at least two of the following areas:

- Physical security
- Information security
- Employee protection
- Personnel security screening
- Threat and risk assessments
- Business continuity planning
- Emergency preparedness
- Emergency management

* Considerable experience is defined as having the depth and breadth of the experience normally associated with having performed a broad range of various, complex related activities which would have been acquired over a five year period in the last ten years.

**Corporate Security Program: Mid – large public organizations or private corporations with a well defined corporate security program, structure and organization that is the business lead for identifying, developing, implementing and maintaining security processes across the organization to reduce risks, respond to incidents, and limit exposure to liability in all areas of financial, physical, and personal risk; establish appropriate standards and risk controls associated with employee protection, information security, asset protection, emergency management and response; and, the establishment and implementation of policies and procedures related to information technology security. Typically, such organizations exist in large Government Departments (FPT), large Municipalities, large corporations and public or private organizations with significant employee populations (1000+) or campus type settings (eg. hospitals, colleges, universities, large manufacturing plants, utilities companies, banks and etc.).

Experience in developing operational plans

Experience in managing human and financial resources

Experience in providing briefings to senior management***

***Senior management is defined as Director level and above

Asset Qualifications

Qualifications that are not essential to perform the work, but that would benefit the organization or enhance the work to be performed currently or in the future.

Education

[Useful Information](#)

Professional designation in the fields of professional security and emergency management

Experience

Experience in conducting comprehensive workplace investigations and briefing to senior management***on such investigations

***Senior management is defined as Director level and above

Experience in designing a training and awareness curriculum

Experience in managing an integrated corporate security program**

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Experience in providing advice and making recommendations to senior management*** on emergency management matters

***Senior management is defined as Director level and above

Organizational Needs

Current or future needs that could enhance the way in which the organization operates or fulfills its mandate.

Employment Equity Group

[Useful Information](#)

The department of Justice is committed to establishing and maintaining a representative workforce. Qualified candidates who self-declare as members of a visible minority group, Aboriginal peoples, persons with disabilities, and/or women may be selected for appointment to fulfill organizational needs.

Selection may be limited to members of the following Employment Equity groups: Aboriginal persons, persons with disabilities, visible minorities, women

Operational Requirements

Current or future requirements of the organization for the proper functioning of the work unit or the organization.

Willingness and ability to work overtime, at times with short notice.

Willingness and ability to travel, on occasion.

Conditions of Employment

Requirements that a person must meet or comply with for as long as they occupy the position.

Security and Reliability

Secret security clearance

Information to be provided:

You must provide the following information when submitting your application:

- ****VERY IMPORTANT NOTES**** You will be required to show how you demonstrate the ESSENTIAL and ASSET qualifications (i.e. Education, Experience and Professional designation) for the initial screening through your resume and answering online screening questions. It is NOT sufficient to only state that the qualifications are met or to provide a listing of current or past responsibilities. Rather you must clearly demonstrate HOW, WHEN, and WHERE the qualification was met through substantiation by examples. Information on your described skills, experience, etc. provided in the screening questions should be supported by your resume. Failure to provide the above information in the format required may result in your application being rejected from the process. The candidates are strongly encouraged to identify in their application how they meet any of the asset criteria.
- Your résumé.

Other Information (Notes)

****VERY IMPORTANT NOTES**** You will be required to show how you demonstrate the ESSENTIAL and ASSET qualifications (i.e. Education, Experience and Professional designation) for the initial screening through your resume and answering online screening questions. It is NOT sufficient to only state that the qualifications are met or to provide a listing of current or past responsibilities. Rather you must clearly demonstrate HOW, WHEN, and WHERE the qualification was met through substantiation by examples. Information on your described skills, experience, etc. provided in the screening questions should be supported by your resume. Failure to provide the above information in the format required may result in your application being rejected from the process. The candidates are strongly encouraged to identify in their application how they meet any of the asset criteria.

Communication for this process will be sent via e-mail. It is the responsibility of the candidate to ensure that accurate contact information is provided and updated as required.

The Department of Justice encourages persons with priority entitlements to self refer to our selection processes in circumstances where they believe to meet the essential qualifications of the advertised position.

Your résumé must clearly demonstrate how you meet the requirements.

We thank all those who apply. Only those selected for further consideration will be contacted.

Questions regarding [travel and relocation](#).

The Public Service of Canada is committed to building a skilled, diverse workforce reflective of Canadian society. As a result, it promotes employment equity and encourages candidates to indicate voluntarily on their application if they are [a woman, an Aboriginal person, a person with a disability or a member of a visible minority group](#).

The Public Service of Canada is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the Public Service Commission or the departmental official in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

[Apply Online](#)