

Program Development Officer

Join the Office of the Fire Marshal and Emergency Management (OFMEM), Ministry of the Solicitor General, and take Ontario's emergency management programs to the next level. Consider this opportunity to become part of an exciting, innovative team engaged in mapping out the future of emergency management in Ontario.

We are currently seeking one Program Development Officer to work on projects such as: the provincial hazard identification and risk assessment program; the Incident Management System; among many others.

What can I expect to do in this role?

In this role, you will:

- Support the implementation and maintenance comprehensive emergency management programs in Ontario as required by the Emergency Management and Civil Protection Act and associated regulations
- Represent the OFMEM (Emergency Management Branch) and the Government of Ontario on provincial, national and international advisory bodies working to develop emergency management doctrine, standards, and professional best practices
- Design, proof-read and support the publication of comprehensive emergency management program documents
- Lead product development working groups comprised of stakeholders and subject matter experts through each stage of the development process
- Develop and deliver briefings and presentations on documents and files related to program area
- Deliver classroom-based training products and programs on the topic of emergency management
- Conduct research and analysis and prepare reports, recommendations, articles on a variety of topics related to emergency management programs
- Identify and develop partnership opportunities with public and private sectors stakeholders
- Serve as a staff officer in the Provincial Emergency Operations Centre or on field deployment as needed during emergencies in order to coordinate provincial emergency response efforts and/or liaise with other stakeholders
- Lead and support the development of the emergency supply chain and logistics program

Location: Toronto

How do I qualify?

Mandatory

- You possess a valid class G driver's licence in order to access emergency, exercise, and training sites that may not be accessible by public transportation
- You are willing and able to be deployed in emergency situations, which may be on short notice and outside of normal business hours
- You are willing and able to wear uniform and protective equipment as necessary

Technical Expertise:

- You have knowledge of and experience with emergency management-related legislation and regulation (such as the Emergency Management and Civil Protection Act, and ONTARIO REGULATION 380/04 STANDARDS), theories, trends and recommended practices
- You have an understanding of incident management systems, theories, trends, and recommended practices
- You have knowledge of theories, methodologies, trends, and best practices in emergency management, emergency supply chain and logistics management, incident management systems and/or hazard identification and risk assessment

Project Management Experience:

- You have demonstrated leadership and stakeholder management skills to lead projects
- You have knowledge of project management principles to plan, manage/coordinate and conduct large scale research projects
- You can develop products/programs/publications in cooperation with diverse stakeholders and clients

Strong Analytical, Problem-Solving, Synthesis and Conceptual Thinking Skills:

- You can identify gaps and needs within programs and synthesize information
- You are able to conduct independent and team research projects
- You can identify strategies and criteria for generating and evaluating reliable and valid data

Excellent Communication (oral/written) and Interpersonal Skills:

- You are able to develop and present research findings
- You have experience preparing clear and concise reports, presentations, correspondence, and publications
- You can liaise effectively with staff, management, ministry officials, and other stakeholders
- You have presentation and briefing skill and knowledge of adult education theories and methods
- You have demonstrated computer software skills (i.e. Word, Excel, Outlook, PowerPoint) and can operate AV equipment to deliver presentations

Research Skills:

- You have knowledge of research design methods, technologies, and issues to design, plan, and execute research activities
- You are able to conduct consultations (interviews, surveys, focus groups) and develop programs and methodologies

Salary Range: \$1,347.13 to \$1,684.87 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.

You will be responsible for obtaining the criminal record check at your own expense and provide it, along with your written consent, 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. (Note: If a Vulnerable Sector Screening Check is required, it must also be obtained in person at your local police service).

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.

- Effective, January 1st, 2020 the correct salary range for this position will be \$1,347.13 to \$1,684.87 per week in compliance with OPSEU collective agreement provisions.

Please apply online, only, at www.ontario.ca/careers, quoting **Job ID 143286**, by **Monday, January 20, 2020**. 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