
Non-Union

Job Title:	Manager, Emergency Management	# Required:	1
Job Opening Id:	41805	Division:	Emergency Services
Business Unit:	Public Health and Emergency Services	Standard Hours:	35.00 / week
Location:	101 Lampman Court, Niagara-on-the-Lake	Regular/Temporary:	Regular
Full/Part Time:	Full-Time	Salary Range:	\$ 103,410.00 - \$ 121,660.00
Salary Grade:	8	Close Date:	2025-03-21
Post Date:	2025-03-10		

IMPORTANT NOTICES AND AMENDMENTS

SALARY IS CURRENTLY UNDER REVIEW

2025 Non-Union salary changes will be effective on April 27, 2025. The posted salary ranges will be adjusted at that time based on outcomes of a Non-Union Compensation Review. Changes will be shared with candidates through the interview process.

Please be advised this position requires overtime and rotational on-call duties, including weekends and standby.

As an employer of choice, Niagara Region offers competitive salaries and benefits, a defined benefit pension plan, a corporate wellness centre, access to the Employee and Family Assistance Program (EFAP), mentorship and training programs, employee recognition programs, and more. In addition, the Region recognizes the value of having flexible work arrangements to support better work-life balance for our employees. Hybrid work arrangements may vary from one employee to another and may also differ in the number of remote workdays. These opportunities remain subject to the alignment of operational needs, business requirements, and customer service expectations.

ABOUT US

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

We welcome all applicants! For more information about diversity, equity, and inclusion at Niagara Region, Diversity, Equity and Inclusion - Niagara Region, Ontario or email related questions to diversity@niagararegion.ca. To send input on reducing barriers in the current hiring process, please email myhr@niagararegion.ca

For the Region's full employee equity statement, Working at Niagara Region - Niagara Region, Ontario.

Don't have every qualification?

You may be hesitant to apply if you do not have every qualification listed in the posting. While specific qualifications are important for certain roles, we invite individuals from diverse backgrounds and varying levels of experience and education to apply. Our recruiters will evaluate your suitability for the role.

Please note that for unionized roles, we must follow collective agreement requirements. However, we encourage all interested candidates to submit their applications. We believe success in a role can extend beyond meeting every single requirement.

JOB DESCRIPTION

Job Summary

Reporting to the Director of Emergency Services the Manager, Emergency Management is responsible for the development, implementation, maintenance and review of a comprehensive Emergency Management Program for the Region of Niagara, in accordance with applicable legislated requirements. This position provides corporate leadership and management of the program by building and maintaining positive relationships with internal and external community stakeholders, government officials and the public.

Education

- Post-secondary degree in Emergency Management, or other related studies.
- Provincial Community Emergency Management Coordinator (CEMC) certification.
- Certification in Business Continuity Planning or Certified Emergency Manager (CEM) is preferred

Knowledge

- Minimum 7 years experience in Emergency Management program development and delivery within in Incident Management System model
- Minimum 3 years experience managing a municipal, indigenous community or private Emergency Management program
- Experience/knowledge in program areas required under the EMCPA including planning, public education, training and exercises, hazard identification and risk assessment, and operational readiness
- Experience with emergency planning in a two tier municipal environment is preferred
- Demonstrated application of all applicable legislation including the Emergency Management and Civil Protection Act, Ontario Regulation 380/04 and the CSA Z-1600 Standard
- Demonstrated, program development and management, interpersonal, planning, organizational, research, implementation and evaluation skills.
- Experience in emergency / crisis management and a thorough knowledge of modern emergency / crisis management theories and practices with a proven ability to develop and implement strategies, manage multiple projects, establish professional relationships and manage staff.
- Knowledge of government structures, programs, services, priorities and issues.
- Knowledge of stakeholder needs and interests and government, community and business / industry trends and issues.
- Understand the process of government, the programs and services provided to the public and the unique and diverse emergency and crisis management needs of service providers and the clients they serve and networking skills to lead coordination and integration.
- CPR and Standard First Aid certification

Responsibilities

Leads the development, implementation, maintenance and evaluation of a comprehensive Emergency Management Program in compliance with the provisions of the Emergency Management and Civil Protection Act and Ontario Regulation 380, ensuring readiness of both primary and back up emergency operation centres (EOC.) (35%)

- Develop and implement a multi-year operating plan for the delivery of a comprehensive emergency management program for the Niagara Region
- Lead the management and implementation of all emergency / crisis management initiatives on behalf of corporation and all Departments.
- Support the Director on leadership, management, team and staff development initiatives to lead the emergency planning function
- Supports the 12 local municipal Emergency Management Programs, including the sharing of tools, best practices, training and exercises.
- Participate and advise at regular team meetings in a collaborative team environment
- Ensures the regional government and its emergency operations facilities are in a continuous state of readiness in the event of a regional/municipal emergency through ongoing planning, training, exercise, testing, and awareness initiatives.
- Monitors and assesses emerging trends, issues, information sharing activities and makes recommendations on modifications and/or opportunities.
- Ensure alignment with the Regional Emergency Management Plan, Local Municipal Emergency Plans and related agency Plans.
- Develops and writes technical reports, briefs, position papers and committee reports as directed.
- Makes recommendations for justification of financial resource requirements within areas of defined responsibility.
- Provides commentary and supports the Director in adherence to the annual program operating budget process.
- Serves as the Regional Community Emergency Management Coordinator as required.

Manages people resource planning for the division or operating unit, determining ideal organizational structures, identifying desirable role and skill mix requirements and ensuring ongoing work quality and deliverability of results. (20%)

- Enables results with the organization's human capital strategy to foster employee engagement.
- Directs and provides leadership for the activities and coaching of direct reports, providing work direction, setting priorities, assigning tasks/projects, determining methods and procedures to be used, resolving problems, ensuring results are achieved, and managing staff recruitment, performance, and skill development activities
- Ensures alignment and coordination of activity and quality of output between teams under their direction
- Ensures focus is service excellence, communication/transparency, innovation, and data integrity and workflow integration.
- Ensures staff has the information and resources to make successful plans and decisions.
- Ensures all people related issues, including recruitment, grievances and labour relations issues, are aligned to HR and Corporate standards and practices.
- Helps to break down barriers to employee success, ensuring collaboration and cooperation with other teams within their division and department
- Ensures Occupational Health & Safety policies, programs and practices are implemented, and maintained. This includes workplace inspections, monitoring, accident reporting and investigations, and ensuring any observed hazards or lapses in the functioning of OH&S processes, and other OH&S concerns are responded to promptly.
- Ensures all individuals under supervision have been informed of hazards and instructed on the necessary risk control and emergency response measures;

Develops, manages, and administers annual and multi-year Capital and Operating budgets for the operating unit ensuring support of Council's objectives, financial transparency and accountability, monitoring budget adherence, identifying and explaining variances, and financial reporting is effectively managed in compliance with corporate financial policies. (10%)

- Ensure goods and services are acquired in accordance with the procurement policy.
- Authorize, and administer the acquisition of goods and services for the operating unit and direct reports in accordance with the procurement policy and procedures.

Develops, corporate emergency/crisis prevention, policies, and procedures, in relation to key areas of emergency management, including prevention, mitigation, preparedness, response and recovery. (10%)

- Develop and implement emergency and crisis management strategies and plans for Niagara Region
- Develop and implement training and briefing products and documents for internal customers
- Develop emergency / crisis management policies, systems, processes, activities, guidelines and corporate initiatives

Builds and sustains a network of partnerships, including Regional internal partners, Niagara municipalities, Provincial government, international (Cross Border) Private sector, and Volunteer stakeholders. (15%)

- Manage and coordinate activities in support of the Niagara Regional Community Emergency Management Committee.
- Provide advice, technical guidance, protocols, and recommendations to support leaders of the organization in the areas of hazard identification & impact analysis and emergency / crisis mitigation
- Represents business unit at other local, provincial, international and private sector venues
- Develop and implement alignment strategies for emergency and crisis management with key external customers specifically Local Area Municipalities and emergency service agencies
- Serve as the regional liaison for emergency and crisis management to all external stakeholders including higher levels of government (CDN / US), critical infrastructure partners (power generation / seaway / bridge authorities), private sector partners (chemical industry / major manufacturing), neighbouring municipalities, and non-government stakeholders (community / volunteer organizations).
- Ensure delivery of Emergency Preparedness for all citizens of the Region through an annual/ongoing Public Awareness Campaign, community workshops, presentations to interest groups and stakeholders, school-based and media-based public education programs and any other means available.

Provides advice and recommendations to Chief, Program Steering Committee, and the Emergency Management Niagara Committee, regarding opportunities and service enhancements within areas of responsibility. (10%)

- Maintain knowledge of financial resource requirements within areas of defined responsibility
- Accountable for the annual program operating budget

Special Requirements

- In accordance with the corporate criminal record check policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance.
- Must maintain ability to travel in a timely manner to other offices, work locations or sites as authorized by the Corporation for business reasons.
- Must be flexible and able to work irregular hours.
- An annual influenza vaccination is recommended.
- During emergency situations, work may need to be performed at the Regional Emergency Operations Centre or any other location within the corporation, at a local municipal Emergency Operations Centre and/or acting as a Regional liaison to external partners or at an Emergency Site Command Post.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values.

HOW TO APPLY

To view the full job description and requirements, visit our Careers page - **Job Opening # 41805**

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges...today!

Let us know why you would be an excellent team member by submitting your online application **no later than March 21, 2025, before midnight** by visiting our 'Careers' page at www.niagararegion.ca. We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

Application Link:

https://careers.niagararegion.ca/psp/careers/EMPLOYEE/PSFT_HR/c/HRS_HRAM_FL.HRS.CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=1002&JobOpeningId=41805&PostingSeq=1

If you require an accommodation for the application process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, the alternate formats for contacting us are as follows:

- Phone: 905-980-6000 or 1-800-263-7215
- Bell Relay: 1-800-855-0511
- In-person: Sir Isaac Brock Way, Thorold, ON, L2V 4T7 – Human Resources Department