

## Regional Emergency Management and Safety Coordinator

Do you have the skills needed to coordinate a comprehensive Emergency Management and Health and Safety program? Can you lead the prevention, mitigation, preparedness, response and recovery emergencies for the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNR)? If so, please consider this exciting opportunity with the Southern Region.

### What can I expect to do in this role?

In this job, you will:

- participate in the development and delivery of the Ministry's emergency management program (EMP), including emergency response, business continuity, hazard identification, risk management, workforce emergencies and facility evacuation, as a member of the Ministry's EMP Working Group (EMWG)
- contribute to the review and evaluation of the adequacy of EMP policies, directions, templates, guidelines and communications
- develop regional recovery strategies and plans to facilitate the restoration of the Ministry's critical functions during and after emergency situations
- work collaboratively with other regional counterparts and corporate safety program personnel
- provide coordination between districts, represent the Ministry at events, and provide expert advice
- contribute to, and deliver, emergency management training and provide assistance, direction and resources with respect to Health and Safety promotional events and activities across the region
- participate in the development of the Regional Operations Division (ROD) Safety and Wellness program consistent with the Occupational Health and Safety Act and the MNDMNR Healthy and Safe Workplace Program

**Note:** This position is located at 300 Water Street, Peterborough; however, alternate work arrangements may be available.

**Location:** Peterborough

### How do I qualify?

#### Analytical and Problem-Solving Skills

- You can interpret and apply policies, procedures and legislation (ex. Emergency Management Act, Civil Protection Act, Ontario Occupational Health and Safety Act).
- You can search, retrieve and manage data to understand issues and address gaps.
- You can identify and rectify problems encountered with emergency situations and health and safety matters.
- You can identify and evaluate hazardous conditions and investigate incidents to determine root cause and make recommendations.

#### Emergency Management Expertise

- You have experience with emergency management planning, prevention, mitigation, preparation, response and recovery.
- You have knowledge of hazard identification and risk assessment techniques to identify geographic areas, physical features, infrastructure and land uses that are prone to triggering emergency situations.
- You can develop and implement safety management systems, plans and programs at a provincial, regional and local level.

#### Project Management and Coordination Skills

- You can lead projects and effectively prioritize and coordinate activities.
- You can develop strategies and operational plans, administer project expenditures and conduct plan reviews.

#### Communication Skills

- You can prepare a wide variety of correspondence (ex. project plans, briefing products and technical reports) in a clear and concise manner, using standard computer software (ex. word processing and presentation).
- You can create and present training and provide briefings to a variety of audiences.

## Interpersonal and Influencing Skills

- You can work collaboratively with a variety of stakeholders with often-opposing views.
- You can develop and maintain critical linkages within the team, in the field, across the region, and with client and stakeholder groups.

### **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.

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

### **Additional Information:**

- 1 Permanent, 300 Water St, Peterborough, East Region

### **Note:**

- 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 **Thursday, July 14, 2022**, by visiting [www.ontario.ca/careers](http://www.ontario.ca/careers), and entering **Job ID 182406** 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](http://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](http://www.ontario.ca/careers)