



Job Description

Regional Emergency Operations Manager

INTRODUCTION

The 3 Nations is a partnership between the Tahltan, Kaska and Tlingit Nations – a partnership trailblazing and leading a new best practice in social policy and innovation, not just for the Tahltan, Kaska and Tlingit, but for every First Nation person and family in Canada.

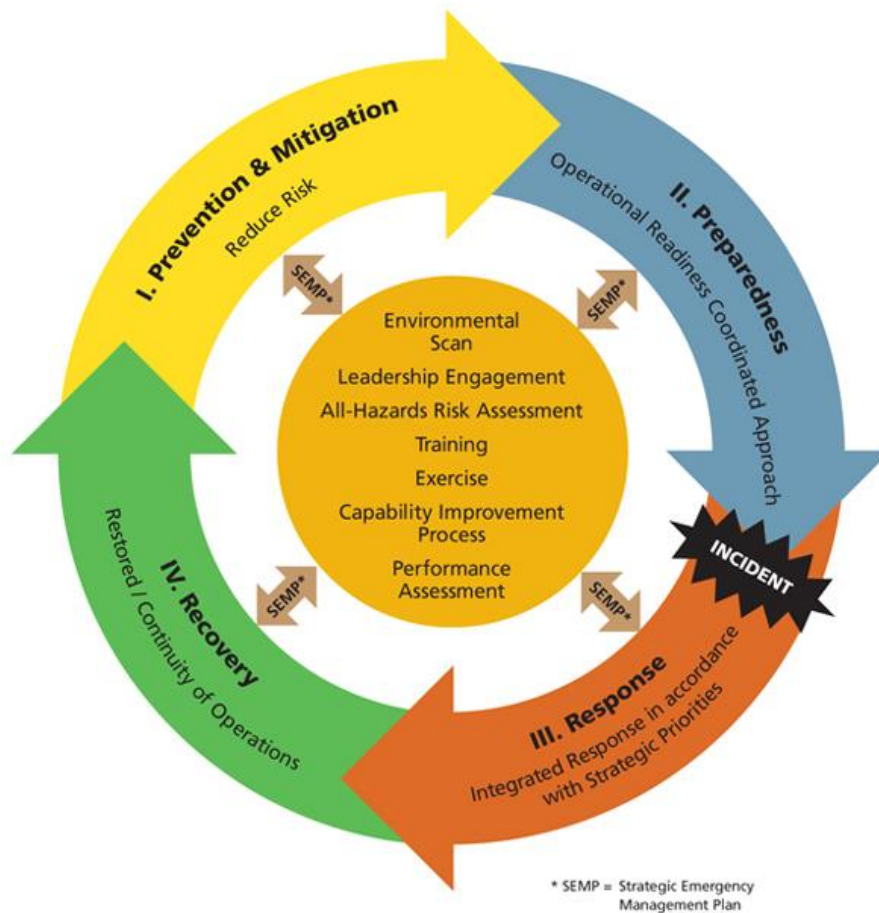
Our homeland is collectively the largest region in British Columbia, covering 24% of the province. There are seven communities in the 3 Nations homeland.

POSITION SUMMARY

The Regional Emergency Operations Manager will develop action plans that enhance community safety and security for each of the following four areas:

1. **Mitigation and Prevention:** Develop plans and protocols for the prevention or intervention of any emergency before it occurs.
2. **Preparedness:** Develop plans and procedures in preparation for any emergency to ensure appropriate and effective response. Including community education, leadership briefings, emergency information, training, procurement of emergency supplies, operation centers, communication systems and partnership agreements.
3. **Response:** Develop protocols and procedures needed to respond appropriately to any emergency in the Region. Collaborate with all communities in the Region to develop Community-based Emergency Management Agreements.
4. **Recovery:** Develop partnership protocols, including roles and responsibilities that will provide support and services to return the community to its' pre-emergency state, including addressing any trauma that may have been experienced by local residents.

Emergency Management Continuum



Source: Emergency Preparedness Canada

The Regional Emergency Operations Manager will provide project coordination by leading the development of a regional Emergency Operations Strategy that is inclusive, culturally relevant, community-focused, sustainable and responsive. The Regional Emergency Operations Manager position will work in an environment which requires good leadership skills, effective communications, and strong relationship building techniques to ensure all affected partners are included and understand their roles and responsibilities. The successful candidate will work cohesively with colleagues, leadership, communities, and health and emergency service partners and funding organizations.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Develop comprehensive plans that outline policies, procedures and protocols as it pertains to any emergency in the Region, including the inclusion of community-based Emergency Response Plans.

- Develop and implement a 3 Nations Emergency Operations Strategy;
 - Develop a Regional Working table that is inclusive of all 3 Nation communities' community Emergency Management Committees (EMCs) to ensure they are prepared to manage any emergency in their respective communities. *(The Regional Emergency Operations Manager is not responsible for managing the community EMCs. The Regional Emergency Operations Manager may assist any community upon their request.)*

This includes:

- Community-based Emergency Response Plans (EPRs) are reviewed and updated on a regular basis
- Community-based EMCs are trained and ready to respond at all times
- Community-based EPRs are clear, practiced and communicated to ALL partners
- All roles and responsibilities are clear and communicated regularly
- All partners are included in regular meetings and/or training sessions
- Develop and maintain relationships with partners, including emergency management services, external agencies and provincial entities;
- Liaise with government and emergency services and represent the 3 Nations Society in any forum pertaining to emergency management of the Region;
- Communicate with community services to ensure they know how access any emergency management related and firefighting employment opportunities for members;
- Facilitate and coordinate regular community emergency preparedness education and training;
- Manage emergency preparedness response and capacity;
- Develop processes to ensure communities have the proper emergency equipment and supplies required for any emergency;
- Develop volunteer/employee training needs as necessary and develop, implement, and monitor a training and exercise plan;
- Establish protocols with local industry to ensure EPRs are coordinated and synchronized for all;
- Prepare regular briefings and updates for 3 Nations Leadership and Technical Team, communities and partners etc.;
- Develop proposals for resources as it pertains to any component of Emergency Response or Emergency Management; and,

- Other related duties as required.

JOB SPECIFICATIONS

Education and Experience

- Emergency preparedness-related training, certificate, diploma/degree.
- Proven emergency preparedness skills (prevention & mitigation, preparedness, response, and recovery).
- Detailed knowledge of the 3 Nations communities.
- Proficiency in Microsoft Office applications (Excel, Outlook, PowerPoint and Word).
- Hold a valid BC Driver's License and have access to a reliable vehicle.

Skills

- Ability to build and maintain working relationships with First Nations communities and partners.
- Strong organizational, written and verbal communication skills.
- Ability to evaluate situations, exercise good judgement in making decisions, and problem solve.
- Ability to work efficiently and effectively, without direct supervision, from a 'home office'.

Working Conditions

- Travel throughout the 3 Nations, including to remote locations.
- Flexible work hours, with availability to be on-call and respond to emergency requests with short notice.

Reporting

- The Regional Emergency Operations Manager will report to the Executive Director of the 3 Nations Society.

Salary

- Commensurate with qualifications and experience. Benefits to be negotiated.