



# Executive Director Emergency Management Office

## Job Description

### CLASSIFICATION JOB INFORMATION

SAP Job ID:	90000725
Position/Classification Title:	Executive Director Emergency Management Office
Pay Grade:	EC 16
Add-On Eligibility:	False
Standardized:	No
Inactive	No
Date Last Evaluated:	4/21/2017

### JOB INFORMATION

Job/Working Title:	Executive Director Emergency Management Office
Department:	Municipal Affairs and Housing
Division/Section:	Emergency Management Office
Reports To (Position Title):	
Exclusion Status:	Excluded

### OVERALL PURPOSE

Provide a brief but specific statement that describes the main purpose of this job.  
The Emergency Management Office (EMO) is the provincial government organization with responsibility for coordinating the Nova Scotia government's preparation for, response to, and recovery from an emergency. The Executive Director, is accountable for providing leadership and vision in the development and management of programs, services and operations that fulfil the legislative responsibilities of the Emergency Management Act and the Emergency 911 Act

### KEY RESPONSIBILITIES

Ensures that the legislative responsibilities of the Emergency Management Act and the Emergency 911 Act are met by leading and directing specialized teams and initiatives to develop and deliver emergency responses, preparedness and recovery programs and services that lead to the safety and security of Nova Scotians, their property and the environment. Represents EMO's and the Deputy Minister's interests on a variety of senior internal and external committees and maintains current knowledge and awareness through participation in policy-relevant networks within government, the private sector and across jurisdictions and provides accurate and timely advice to affect new and revised legislation and regulations.

Accurate information and timely communications are critical elements of effective disaster management. The Executive Director provides sound, timely, and accurate advice and information about actual or potential emergencies through the development and use of communications, information technology, and knowledge management. Lliaises regularly, with provincial, federal, municipal and international counterparts to promote openness/transparency and foster relationships that enable EMO to develop and implement relevant and timely strategies, programs and policies for the province. Liaison includes dealing with conflict, negotiating with external and internal teams to establish conditions and frameworks to promote collaborative relationships and effect consensus based decisions.

Collaborates with partner agencies and departments to ensure public safety and security and maintain public confidence in government following a disaster or emergency by coordinating a prompt provincial response (whole of government) to an emergency by leading the development and operation of the province's Provincial Coordination Centre (PCC). The PCC is the facility where different levels of government (municipal/provincial/federal) and other stakeholders meet to exercise potential event scenarios and coordinate a response to actual events.

Oversees the operation, maintenance and the renewal of the provincial 9-1-1 system as Chair of the provincial 9-1-1 Cost Recovery Committee and by leading and directing the use of financial resources in the \$6 million (approximately) 9-1-1 Cost Recovery Fund. This fund is used to renew the 9-1-1 system hardware and software on a regular basis and to pay for 9-1-1 FTEs at EMO.

Leads the strategic vision for the Emergency Management Office through policy analysis and formulation, planning and project management, policy research and evaluation, public information and communications and ensures that EMO's interests and position are coordinated and accurately reflected in various, briefing materials, discussions papers and reports. Sponsors and aligns targets, plans and strategies, as appropriate, through

<p>planning and resource management thereby enabling the Office to meet the objectives of the mandate.</p> <p>Maximizes external funding from the federal government for emergency response, preparedness, and recovery by leading EMO in the management of financial programs for provincial disaster preparedness, response and ground search and rescue (GSAR).</p>
<p>The Executive Director ensures the effective management of human and financial resources by establishing and evaluating staff performance targets, promoting diversity and a healthy workplace demonstrating the leadership competencies, respecting corporate human resource practices, promoting teamwork and individual development, maintaining internal communication, monitoring revenues and expenditures, adhering to procurement guidelines, acquiring goods and services in the most cost effective manner, and accurately forecasting budget requirements for the fiscal year. The Executive Director assists in the development of departmental strategic direction through their participation in the DMA Senior Leadership Team.</p>
<p>Ensures effective and efficient facilities management and space allocations through appropriate planning and coordination, consultation with all appropriate divisional, departmental, interdepartmental, and municipal contracts.</p>

<p>May perform other related duties as assigned</p>
<p>In addition to the knowledge, skills and abilities outlined in the job description, this job may include other, assignment-specific requirements (ex: French language, drivers license, membership in an employment equity group or security screening, etc.)</p>

## SCOPE

<b>Contacts (Typical):</b>	<p>The Executive Director actively seeks horizontal government, collaboration and relationship-building opportunities while reaching out to stakeholders within and outside of government. Through the development and cultivation of effective strategic relationships in the public and private sector, the Executive Director uses this network to seek input into problems and find ways of resolving conflict and impasses. Typically, these contacts include Ministers, Deputy Ministers, MLA's, senior officials in provincial, federal and municipal governments and Chief Executives of private sector and non-profit organizations. The Executive Director also represents the Province at national and international forums and meetings and maintains an extensive network of contacts with senior emergency management decision-makers at these levels</p>
<b>Innovation:</b>	<p><b>Creativity</b> The Executive Director drives innovation and continuous learning at EMO through the enhancement of emergency management programs, the development of new legislation, unique policies, innovative services and strategies. Examples of this work include leading the reviews of disaster response events, fostering the evaluation of existing programs, championing research into best practice, and consultation with stakeholders, the Executive Director makes strategic changes to government practice that go beyond the conventional in order to improve performance, efficiency and effectiveness.</p>
<b>Decision Making:</b>	<p><b>Problem Solving</b> The Executive Director faces demanding problem solving scenarios that range from acute disaster situations to everyday management of a critical government division. No disaster management situation is typical, however the Executive Director exercises leadership and vision in ensuring that limited government resources are applied to ensure that people's lives and livelihoods are protected to the greatest possible extent. For example, the Executive Director works with public and private sector partners to prioritize the restoration of electrical power and other critical utilities and services in Nova Scotia following a disaster or major storm. The Executive Director's problem-solving abilities must therefore be diverse, flexible, and must take into account their impact on both individual lives and the overall economy of the Province.</p>
	<p>The Executive Director makes sound strategic decisions in very ambiguous situations. The decisions made by the Executive Director have significant consequences for both individuals and for the Province and are open to scrutiny, criticism, and review by the public and by formal auditing processes. The Executive Director plans actions to fit strategy and meet external events, and ensures that decisions are made with long-term goals and a desirable future organizational state in mind. Decision-making is accomplished with ongoing awareness and broad understanding of external factors and trends in the</p>

	<p>economy, politics, society and the physical environment.</p> <p>In the case of provincial emergency response operations, the Executive Director must deal with extremely challenging situations in order to maintain the public confidence in government. For example, the Executive Director is responsible for recommending the declaration of States of Emergency under the Emergency Management Act. These declarations can have considerable impact on civil liberties within Nova Scotia and the Executive Director must balance restriction of individual freedom with the need to protect lives and property. While the Executive Director can recommend such an approach the final decision must be referred to the Minister of Municipal Affairs via the Deputy Minister of Municipal Affairs. However, decisions on the management of resources and staff in the PCC are made or supervised by the Executive Director without referral to the Deputy or Minister.</p> <p>The span of control exercised independently by the Executive Director extends to the day-to-day operation of EMO. Specifically, the Executive Director makes decisions on budget, staff, organizational structure, programs, auditing, risk management, space and facilities, without the need for prior approval from supervisors. This includes the interpretation and application of emergency management and E9-11 legislation.; budget forecasting and expenditure control; utilization of financial and human resources to achieve divisional and departmental goals; deciding upon work assignments; personal and disciplinary issues; making recommendations on new staffing and classification levels; development of annual plans and operational priorities, policies and procedures; contracts with external organizations and other government departments</p>
<b>Impact of Results:</b>	<p><b>Public Confidence</b>  In broad terms, the Executive Director provides government with a professional, effective, efficient and coordinated preparation for, response to and recovery from an emergency. This results in the mitigation of the effects of disaster and emergency on the Nova Scotian economy and society with the ultimate impact being a high degree of confidence in the government to ensure the safety of Nova Scotian families, businesses and municipalities. This confidence extends to the national and international reputation and perception of Nova Scotia as a safe, reliable, and attractive place to work, live and do business.</p> <p><b>Prepared and Resilient Governments and Communities</b>  The Executive Director also provides strategic advice to other government departments and Nova Scotia municipalities in the preparedness for and response to disasters resulting in effective emergency plans, services, and operations. The impacts of these results are better prepared and resilient communities, families, businesses, and organizations. Knowledge and information about the risks associated with public safety are provided to Ministers and Deputy Ministers within government.</p> <p><b>External Financial Resources for Preparedness, Response and Recovery</b></p> <p>Through ongoing collaboration with the federal government, the Executive Director ensures that in the aftermath of disasters there is provision of disaster financial assistance cost-sharing from the federal government's Disaster Financial Assistance Arrangements (DFAA) for individuals, families, businesses, municipal and provincial governments. This financial assistance positively impacts the ability to recover from disaster and return to normal and it reduces the financial burden on the provincial government resulting in lower overall government debt. The Executive Director oversees the management and administration of the DFAA program to ensure that programs deliver needed assistance to impacted individuals while balancing these efforts with the broader provincial interests.</p> <p>Additionally, in preparing for disasters, financial contributions from the federal government through programs such as the Search and Rescue New Initiatives Fund (NIF) are made available. The impact of the Executive Director's work in these areas is the increased ability of communities to prepare for and respond to disasters together with the provision of tools, equipment, and training for municipalities and volunteers.</p> <p>Finally, as a member of the Province's Emergency 9-1-1 Cost Recovery Committee, the Executive Director provides advice and leadership with respect to the management of revenue and expenses of the 9-1-1 Cost Recovery Fund and ensures the Fund is financially sound and able to continuously meet the needs of the provincial 9-1-1 system's operation and maintenance.</p> <p>A Coordinated and Professional Response to Disaster and Emergency</p>

	<p>Provide expertise, vision and decision-making that results in a coordinated, professional provincial government response to an emergency. The most important impact of this result is the protection of lives during disasters and emergencies. However, another highly significant impact is the reduction in losses to the Nova Scotian economy and society due to disaster.</p> <p>An Efficient, Effective and Professional Emergency Management Office</p> <p>Effective budgetary and financial stewardship, sound management of human resources, and timely reporting and accountability for results in an efficient, effective and professional Emergency Management Office</p>
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### People Management:

	# Direct Resources Managed	# Indirect Resources Managed
<b>Additional Information (if required):</b>	<p>This Job Reports to:</p> <p>Deputy Minister of the Department of Municipal Affairs</p> <p>Job Titles and number of incumbents reporting to this job: (if applicable)</p> <p>Director of Provincial Operations (1)            Director of Emergency Services (1)            Manager, Disaster Recovery (1)            Manager, Business Integration (1)            Executive Assistance/Office Manager (1)</p>	

### LICENSES/CERTIFICATIONS

<b>Data From Conversion:</b>	<p>Other important information not referenced elsewhere in the job description that will assist the reader with a further appreciation of what is typical of this job. If a particular credential, license, trade certification, professional designation is required to fulfill the duties of this job include it in this section. For example: P.Eng, CA, Journeyperson Certificate.</p> <p>According to the International Federation of the Red Cross and its World Disasters Report, the number and intensity of disasters is increasing globally. The Province is under considerable scrutiny from the public and from internal government auditors to mount an efficient and costeffective response to disaster, and to prepare for and mitigate the effects of disasters before they happen. In addition, the emergence of long-term environmental change and global security risks mean that distant events can have local impact. As a result, provincial government departments, municipalities, businesses and individual families took for leadership and expertise in emergency management to help with this new environment. The Executive Director of the Emergency Management Office provides this leadership. In practical terms there have been 10 major disasters affecting Nova Scotia since 1999 that required a formal disaster financial assistance program costing in total very near 100 million. These events have the potential to create a huge financial burden on individuals and the province. There is an average of 30 lost persons in Nova Scotia each year that become subjects of searches by volunteer ground search and rescue organizations. There are over 220,000 emergency 9-1-1 calls a year that are effectively and efficiently managed through a complex system of technology and talented human resources overseen by the Executive Director. However, many organizations and different levels of government often look to the provincial government to take on responsibilities and financial liability that are not properly the jurisdiction of the provincial government. The professional leadership and expertise of the Executive Director can manage these risks and expectations, assess their true impact on the Province, and build public confidence in the provincial government. The Executive Director is authorized to make decisions on a 24 hour a day, 7 day a week basis in order to ensure that any emergent crisis is professionally and efficiently managed.</p> <p>May perform other related duties as assigned</p>
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### WORKING CONDITIONS

#### Physical Effort

Minimal - Work activities involve alternating positions of light physical activities, which cause little physical effort.
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## **Physical Effort**

Majority of time spent in a comfortable position with frequent opportunity to move about at will. Activities require a variety of easy muscle movements

## **Physical Environment**

Minimal - Works in an environment with occasional exposure to mild unpleasant or disagreeable conditions, and/or a remote possibility of risk of accident or health hazards.

## **Sensory Attention**

Moderate - Work activities involve need to concentrate on a variety of sensory inputs for intermediate durations at a time requiring close attention several times daily. If sensory activities are interrupted, time is required to backtrack to resume activities, involving lost time. The need for detailed or precise work is moderate.

## **Psychological Pressures**

Moderate - Work activities are performed in an environment with occasional exposure to one or more mental pressures. The mental stress would not be noticeably disruptive to the work, nor would the unpleasant reaction be too strong or persistent, e.g., pressure or deadlines, quotas or need for accuracy, unpleasant public or client contacts, probable concern about unpleasant situations, repetitious work, and/or some disruption of personal life because of work, work schedules or need to travel.

<b>Examples/ Additional Information:</b>	
	<p>A Physical Environment 3 - Moderate Examples: Work is often in an office or business environment, but there is the continual possibility of travel within the province to disaster sites. Regular travel within Canada to participate in working groups, senior officials, Deputy Ministerial and Ministerial meetings is required. Work is conducted within a secured office environment. Some international travel is required on an infrequent basis.</p> <p>B Physical Effort - Moderate Examples: This position often involves sitting for extended periods of time during meetings and regular office work. However, during the response to a disaster there is always the possibility of using physical effort while attending a disaster response site.</p> <p>C Sensory Attention - Considerable Examples: The Executive Director requires a high level of alertness and the ability to concentrate and assimilate multiple inputs to develop responses to day-to-day and emergency situations. This level of alertness is also required in the development of strategic planning, reporting, dealing with the media and coordinating a provincial emergency response. Given the fact that the nature of emergency management means the Executive Director must be available on a 24 hour / 7 day a week basis there is a considerable requirement for a high degree of sensory attention.</p> <p>D Mental Pressures 4 — Considerable Examples: The Executive Director can expect to be called upon on a 24 hour a day, 7 day a week basis. Therefore, the position can experience considerable mental pressure during day-to-day operations and especially during a provincial emergency response. Decisions on the allocation of scarce resources during a response can place the Executive Director in situations where choices must be made between two or more equally compelling cases for action; i.e. a choice of saving one larger community at the expense of another. The Executive Director must bring a balanced appreciation of the factors in the political and social area during decision making. The Executive Director may be privy to secret and confidential information on provincial security risks during a response to an emergency event</p>