**EMERGENCY MANAGEMENT OFFICER**

**Winnipeg Fire Paramedic Service**

**Posting No: 116739**

***The City of Winnipeg is a vibrant and dynamic organization with many opportunities!***

***We offer a diverse and welcoming work environment that delivers quality services to our citizens.***

**Closing Date: 20-June-2018**

**Job Profile:**

Under the direction of the Emergency Management Coordinator, this position supports the City of Winnipeg's Emergency Management Program, helps maintain the Emergency Plan and the Emergency Operations Centre (EOC), and conducts risk and vulnerability assessments, emergency management and business continuity training, exercises and drills. In addition, this position works with City departments, committees and external organizations on operational/tactical emergency management and business continuity plans and supports the Deputy Emergency Coordinator during major emergencies and/or disasters.

The City of Winnipeg’s Emergency Management Program includes responsibilty for service continuity and contingency planning, management and communications during labour disputes.

**As the *Emergency Management Officer*****you will:**

* Assist with the emergency management and business continuity program, the Emergency Management Coordination Committee (EMCC) and EOC.
* Assist with the planning and development and maintenance of the City of Winnipeg’s Emergency Management Program.
* Assist with the emergency management exercises and drills.
* Administer Emergency Management Training.
* Participate in and/or lead ongoing emergency management meetings and public education initiatives with external organizations.

**Your education and qualifications include:**

* Bachelor degree or postgraduate qualification, emergency management focus preferred e.g. Applied Disaster and Emergency Studies. Note: Candidates who do not have a degree but have extensive related experience or a related professional qualification will be considered.
* Twenty-four (24) months experience in emergency management activities.
* IAEM Canada AEM or CEM designation would be an asset.
* Business Continuity designation such as ABCP, CBCP, MBCP, BCI or MBCI would be an asset.
* ICS 100, 200, 300 or 400 designations would be an asset.
* Proficient in Microsoft Office Suite including Word, Outlook, PowerPoint, Excel.
* Ability to learn and utilize various software including GIS applications.
* Experience working with databases, ability to run reports and analyze and present information.
* Ability to synthesize a significant amount of information to identify key concepts.
* Ability to coordinate and present training.
* Ability to communicate effectively both verbally and in writing
* Ability to work as a member of a small team and collaboratively with a wide range of partners and stakeholders
* Ability to communicate with people at all levels; both verbal and in writing;
* Capacity to stay calm in stressful disaster situations;
* Strong attention to detail and a thorough and logical approach;
* Ability to be creative in a high-pressure situation;
* Superior organizational skills including the ability to perform a range of tasks at the same time in a stressful environment, meet deadlines and prioritize tasks. Able to adapt to unforeseen changes in schedule interruptions
* Project management skills.
* Excellent problem solving and decision making skills.

**Conditions of employment:**

* A Police Information Check from Winnipeg Police Service satisfactory to the employer will be required from the successful candidate, at their expense.
* Successful applicant must receive and maintain a Winnipeg Police Services Level 2 Security Clearance.
* Must possess and maintain a valid Class 5 Full Manitoba Driver’s License (or provincial equivalent).
* This position may be required to be on call on a rotation basis.
* Ability to respond to emergencies during work and non-working hours.

**CORE COMPETENCIES for ALL EMPLOYEES OF THE CITY OF WINNIPEG:**

* Citizen & Customer Focus
* Respecting Diversity
* Ethics and Values
* Integrity and Trust
* Results Oriented

**HOW TO APPLY:**

**APPLY ONLINE,** including all documentation listed below:

1. Applicants must submit a cover letter and resume clearly indicating how they meet the qualifications of the position. **(Required)**

**\*Applications submitted without REQUIRED documentation will not be considered.\***

If you do NOT have access to a computer/email, please apply, including all documentation listed above, to: Human Resources, Winnipeg Fire Paramedic Service, 2nd Floor, 185 King Street, Winnipeg, MB, R3B 1J1, by **4:30 P.M., Wednesday, June 20, 2018.**

\*Applications will be accepted through mail to the address above and must include all required documentation\*

**NOTES:**

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](http://winnipeg.ca/hr/howtoapply.stm) or contact 311. The City of Winnipeg uses the [Korn Ferry Leadership Architect Competency Model](http://www.winnipeg.ca/hr/YourCareer.stm) as part of the recruitment process.

The salary range for this position is:

**Salary Schedule A1 $2,596.83 - $3,487.49 Biweekly (Grade 3)\***

**Salary Schedule A2 $2,596.83 - $3,399.81 Biweekly (Grade 3)\***

\*Salary Schedule A-1 will apply to employees of the City hired prior to October 21, 2001.  Salary Schedule A-2 will apply to all other employees of the City.  Salary Schedule A-2 will apply to all WAPSO employees who are promoted regardless of date of hire with the City.

We have great benefits and competitive salaries, and we are committed to ongoing learning and career development!

***WE SEEK DIVERSITY IN OUR WORKPLACE. INDIGENOUS PERSONS, WOMEN, VISIBLE MINORITIES, AND***

***PERSONS WITH A DISABILITY ARE ENCOURAGED TO SELF-DECLARE.***

**Only candidates selected for interviews will be contacted.**

**Requests for Reasonable Accommodation will be accepted during the hiring process.**