

JOB DESCRIPTION
MUNICIPALITY OF THE DISTRICT OF GUYSBOROUGH

TITLE: Director of Emergency Services

STATUS: Permanent, Full-Time (Class A)

HOURS: Four Day Work Week 8:00 a.m. to 5:00 p.m.
Evening and weekend engagement as required, travel as required

REPORTS TO: Deputy Chief Administrative Officer

THE ROLE:

Emergencies are on the rise in Nova Scotia and Guysborough County is not immune to this increase. Council, in response to this rise in emergency events, drain on our volunteer fire departments and community groups, and the implementation of Provincial response standards have created this Senior Management Team Position. The incumbent will make a measurable contribution through application of strategic and emergency response planning, emergency response capabilities, stakeholder management, project management, and community engagement and outreach. Guysborough County is a dynamic environment, where key success factors include personal pro-activity and resilience, strategic thinking, the ability to adapt and learn quickly, to seize and take opportunities, and to retain a creative, and “can do” mindset in the face of challenges and adversity.

This position fulfills the role of the Regional Emergency Management Coordinator (Coordinator) as defined in the Guysborough County Regional Emergency Management Organization (REMO) Shared Services Agreement. In this role, the Coordinator ensures the three Guysborough County municipalities meet the provincial REMO standards, as updated periodically by the Department of Emergency Management (DEM).

GENERAL RESPONSIBILITY:

This complimentary role will, specifically within the Municipality of the District of Guysborough (MODG), establish further relationships with key internal and external stakeholders related to the deliverance of fire services within the Municipality. This unique, supervisory opportunity will help shape the volunteer fire service into a modern, efficient, and safe united group to protect the residents of MODG.

Under the direction of the Deputy Chief Administrative Officer for the Municipality of the District of Guysborough, the Director of Emergency Services will work closely with Councils in Guysborough County to enhance emergency response planning and capabilities through residents, community groups and the local volunteer fire departments. The Director will play a

critical role in expanding and improving the resilience and preparedness of the County, identifying opportunities for improvement, assisting with personal safety capabilities, providing direction during an emergency event and strengthening the overall response ability for all involved.

WHAT WE NEED FROM YOU:

- An educational background in emergency management and/or fire services and/or 10 + years related experience in these fields specifically leadership roles for either of those services. Specific role related training specific to firefighting and leadership.
- Proficient oral and written English and outstanding skill in strategy reporting are required.
- A demonstrated knowledge of the evolving emergency management initiatives in Nova Scotia.
- The ability to develop, maintain and utilize a network of contacts to support emergency management.
- Knowledge of the fundamentals of finance, accounting, project evaluation, and legal processes.
- Candidate with passion, strategic thinking, problem-solving, team spirit, responsiveness, self-driven would be preferred.
- Strategic planning & implementation skills.
- Strong analytical capability, able to connect dots and develop a holistic view.
- Deliver innovative solutions to, at times, complex situations and nuances.
- Prior experience in working with community and volunteer groups, especially with volunteer fire departments.
- Excellent acumen for opportunity identification
- Essential skills in internal and external relationship management and (senior) internal stakeholder engagement
- Proactive style, collaborative, proactive listening, and skillful convincing.

MAINTAINS LIAISON WITH:

- Chief Administrative Officers of the Guysborough County Municipal Units
- Deputy Chief Administrative Officer for MODG
- Councils
- Municipal Senior Management for Guysborough County Municipal Units
- Fellow employees and colleagues in all levels of government
- Department of Emergency Management and affiliates
- Regional Emergency Management Centers
- Executive Committee
- Planning Committee

- Alternative Coordinators
- Fire Service Association of Nova Scotia
- Nova Scotia Fire Training Facilities and Providers
- Volunteer Fire Departments
- Community Groups
- Guysborough County residents and business owners/operators
- Other individuals and organizations as appropriate

SPECIFIC RESPONSIBILITIES RELATED TO EMERGENCY MANAGEMENT:

- Responsible for the development and effective implementation of Emergency Management Plans and Response, including relevant event or emergency specific contingency plans;
- Testing and Evaluating Emergency Response Plans;
- Present an annual budget for the effective and efficient operation of the Regional Emergency Management Organization;
- Identify and proactively engage with key partners to create opportunities to work and collaborate with community groups and facilities;
- Work on-site at all three Guysborough County municipalities on a regular basis as determined;
- Provide relevant emergency planning information to local groups, other levels of government and businesses;
- Actively pursue relevant leads, funding opportunities and efficiencies, which can be seen as a benefit under the Emergency planning and response lenses;
- Responsible for organizing, researching, and producing data and material in a meaningful manner in order to meet project deadlines and procurement opportunities; and working with consultants as needed;
- Assist Councils in preparing strategic plans and ensure all emergency response plans respect the current Strategic Plans and the Integrated Community Sustainability Plan;
- Establish and maintain solid working relationship with all partners in Emergency Management
- Liaise with all levels of government and industry agencies;
- Provide leadership through broad community involvement which promotes the safety and preparedness of the Municipalities;
- Represent the Municipalities at professional development, conferences, and events focused on emergency management;
- Provide support to new business proponents, industry, community services, and community organizations;
- Draft reports and make presentations to respective Councils and other groups when required;
- Attend Council Meetings and other meetings relevant to emergency management as required.
- Proactively organize and conduct community outreach sessions to advise residents of relevant information related to preparedness, mitigation, response and recovery as well as information on high priority emergency scenarios.
- Incident Command role at EMO events within the County.
- ICS Canada trained to level 300 as a minimum, ability to instruct ICS considered an asset.

SPECIFIC RESPONSIBILITIES RELATED TO MODG FIRE SERVICES:

- Act as the lead incident commander for relevant calls for service, in MODG as to be determined;
- Responsible for the development of robust testing and training schedules and programs for the local volunteer fire departments in MODG;
- Identify and implement a documentation management strategy for the local volunteer fire departments;
- Creation of and ongoing maintenance of a fire master plan which will act as a key planning tool for the future direction of fire services in MODG;
- Present an annual budget for the effective and efficient operation of the fire service in MODG;
- Actively pursue relevant leads, funding opportunities and efficiencies, which are a benefit to MODG fire services;
- Responsible for organizing, researching, and producing data and material in a meaningful manner in order to meet project deadlines and procurement opportunities; and working with consultants as needed;
- Update and Maintain mutual aid agreements within and outside of MODG related to the provision of fire services and special operations;
- Establish and maintain solid working relationship with all partners in Emergency Management;
- Liaise with all levels of government and industry agencies;
- Develop a robust Fire Prevention Program;
- Represent MODG at professional development, conferences, and events focused on fire services;
- Provide support to new business proponents, industry, community services, and community organizations;
- Draft reports and make presentations to Council and other groups when required;
- Attend Council Meetings and other meetings relevant to fire services as required;
- Provide recommendations regarding firefighter recruitment and retention strategies;
- Manage & Supervise Staff as required.

MORE ABOUT GUYSBOROUGH COUNTY:

AN EXCITING PLACE TO WORK

There's never been a more exciting time to work in rural Nova Scotia. Join us and you'll be adding your talent and imagination to a community with the ambition to shape the future. We offer a competitive benefits and compensation package, and a condensed 4 Day work week schedule.

A REWARDING PLACE TO WORK

There's a reason Guysborough scored at the top of Nova Scotia Quality-of-Life Index as the best place to live in Nova Scotia! Come discover for yourself!

A sense of belonging isn't just something we talk about here – it's statistically proven! More than six in ten residents of Antigonish-Guysborough (62.9%) report having a strong sense of belonging to their community – the highest rate in the province. The 2019 [NS Quality of Life Survey](#) also found our region has the highest rate of volunteerism in Nova Scotia.