

Emergency Management Office

Program Administration Officer IV (*Dartmouth*)

E-Team / JEOP Coordinator

Competition #: 4205KM-CB

This is a bargaining unit position restricted to current civil service employees represented by the Nova Scotia Government Employees Union (NSGEU). External applicants will only be considered if there are no qualified bargaining unit applicants.

All current employees applying for job competitions are required to include their employee ID number, in order to be considered as a bargaining unit applicant.

This position is responsible for the coordination of all emergency operations within the Joint Emergency Operations Centre (JEOP) through the use of E-Team emergency management software. Province wide coordination of Government resources and assets is critical to ensure a coordinated, effective response to emergency situations. The Coordinator will be required to make critical decisions in an emergency environment within restricted and highly demanding situations. There is a corresponding responsibility for the JEOP coordinator to provide accurate data to the JEOP Director for the management of emergency situations. A coordinated emergency response through the use of E-Team emergency management software enables EMONS to provide the highest level of service to the people of Nova Scotia. The E-Team /JEOP Coordinator will be responsible for compiling reports of the incident for numerous stakeholders and this position will be accountable for the accuracy of the information based on the inputted data.

The E-Team / JEOP Coordinator will be a responsible for developing policy which is related to JEOP operations, the use of E-Team software on Provincial wide basis through the Departmental Emergency Planning Officer (DEPO) system. Policy development will be an expanding job responsibility as E-Team is introduced to Municipal partners thus requiring policy regarding training, use of the E-Team system and related information management issues. A provincial wide approach with corresponding policy is necessary to ensure an integrated emergency response capacity in Nova Scotia through all levels of government. All proposals for Provincial government funding or cost sharing proposals with other levels of government, agencies and departments related to the use of E-Team will be the responsibility of the E-Team /JEOP Coordinator for submission and approval to the Director of Operations.

Bachelor's Degree plus 6 years of related experience; or an equivalent combination of training and experience. Must have excellent proficiency with computer software and computer applications. Must also have experience in Emergency Management and or related processes. Demonstrated excellent written and verbal communication skills with proven competence in public speaking. The ability to adapt to constant change during emergencies, able to make decisions based on multiple complex issues that are represented to the Joint Emergency Operation Centre (JEOP) during emergencies. During non emergency periods, the ability to be strategic and forward thinking, analytical, the development of risking models to assist in decision making and avoid potential threats or embarrassment to government, both during periods of emergency and non emergency. Reporting to the Director of Emergency Management, the E-Team / JEOP Coordinator will assist with the responsibility and accountability for the management of a yearly operating budget.

This position requires a valid driver's licence and will be required to obtain a federal security clearance to the level of "secret". Considering the nature of this position overtime will be required.

Pay level: \$59,038 - \$69,339

Closing date: November 21, 2006

More information on the above position is available on the Internet at www.gov.ns.ca/psc or from the Employment Opportunities Bulletin at Access Nova Scotia Centres or Human Resource Centres of Canada.

To apply, applicants must submit a resume and cover letter or completed application form, quoting the competition number. Applications can be submitted in one of four ways:

- 1) *In person* - At Access Nova Scotia Centres or Department of Natural Resources, 1701 Hollis Street, 2nd Floor, Founders Square Building, Halifax
- 2) *Mail* - Department of Natural Resources, Human Resources Division, P.O. Box 698, Halifax, NS B3J 2T9
- 3) *Fax* - (902) 424-3222
- 4) *E-mail* - Resources-JobApps@gov.ns.ca

Submissions must be received by mail or delivery by 4:30 P.M. or fax by midnight on the closing date.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

