



## Manager, Office of Emergency Management

### Permanent, full-time position – Toronto, ON

Are you ready for your next career move? Are you a motivated, positive and adaptable team player with proven communication skills, strong analytical ability and sound judgement? Do you thrive in a role that requires strong leadership, confidence, integrity and patience? If you've answered with a decisive YES in all cases, explore the challenges and opportunities this exceptional position can offer.

The **City of Toronto's Office of Emergency Management (OEM)** maintains, coordinates, and drives improvements to Toronto's emergency management program, which includes mitigation, preparedness, response and recovery. This diverse mandate involves coordinating and managing plans and official arrangements to engage and guide the efforts of government, non-government and private agencies in comprehensive and coordinated ways to respond to a spectrum of emergency needs.

Reporting to the Director, you'll deliver a comprehensive emergency management program for the City and ensure municipal compliance with the Provincial Emergency Management Act, including acting as the designated Community Emergency Management Coordinator, as well as Council-directed programs. As OEM Manager, you'll provide senior-level operational support to the Director, and manage a variety of programs and projects, leading both staff and external partners to support the implementation of emergency management initiatives and strategies for the City. This will see you working collaboratively with departmental and divisional representatives – from senior executives through to the operational level.

With your experience in, and knowledge of, risk assessment and business continuity principles, and the delivery of emergency social services, you're well prepared to lead operational response to emergencies by attending the Emergency Operations Centre or emergency site(s), 24/7 as required and on a standby (on-call) rotation basis. You'll also maintain an equipped and ready corporate Emergency Operations Centre for coordinated, strategic management of a major emergency in Toronto, lead the development and implementation of detailed plans, and recommend policies regarding program-specific requirements.

A recognized subject matter expert, you'll not only direct the development, evolution and administration of the Toronto Emergency Plan, but also provide ongoing emergency management liaison, advice and guidance to the organization, Division representatives, private sector partners, the public and other levels of government in administering and operationalizing the provisions of the Plan in their respective areas. We'll also rely on you to respond to emergency and priority situations by anticipating problems, making decisions, and deploying appropriate financial and human resources.

As can be expected of a managerial role like this, you'll manage, motivate and train Unit staff, supervising day-to-day operations, from scheduling, assigning and reviewing work, to developing and administering the annual Unit budget and controlling expenditures, ensuring effective teamwork and high standards of work quality and organizational performance, and promoting continuous learning and innovation. These tasks will call for your superior interpersonal, problem-solving, organizing and conflict resolution skills and experience in managing day-to-day labour relations matters.

### KEY QUALIFICATIONS

Among the strengths you bring to the role of **Manager, Office of Emergency Management**, will be the following key qualifications:

1. Post-secondary education and experience in a discipline pertinent to the job function, or the approved equivalent combination of education and/or related experience.
  2. Considerable experience in developing and overseeing large, complex organizational programs, including emergency management programs in a major public or private sector organization.
  3. Considerable supervisory experience managing, leading and coaching staff, including familiarity with the Occupational Health and Safety Act.
  4. Considerable experience in Emergency Management, including: operational
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responses; plan development; design and implementation of exercises and training; hazard identification and risk assessment; critical infrastructure; public education; business continuity management; emergency social services; incident management system; emergency operations centre operations; special events; etc.

Through this background, you've acquired considerable knowledge of the concepts, principles and strategies associated with emergency preparedness, prevention, mitigation, response and recovery, and the ability to provide work direction in a multi-agency, diverse workplace under considerable pressure for deliverables. With your demonstrated progressive leadership/management experience in a relevant field (private or public sector), in a large, complex, multiple stakeholder organization, you can also handle day-to-day labour relation issues, and perform hiring and performance evaluation functions.

Given the scope of this mandate, you'll be familiar with applicable provincial legislation, including the Emergency Management and Civil Protection Act and the Provincial Nuclear Emergency Response Plan, demonstrate knowledge of municipal obligations in ensuring compliance with respective legislation, and be able to travel to the Emergency Operations Centre at any time of the day or night. Incident Command System training, Business Continuity Planning certification and/or a Certified Emergency Manager designation will be considered assets.

A skilled communicator, verbally and in writing, you can interact effectively and professionally at all levels of an organization, including elected officials, and with external stakeholders, and prepare and deliver comprehensive reports/presentations to senior staff and Committees on request, and have the problem-solving ability and flexibility to change strategies, objectives and tactics in response to changing priorities.

Above all, you have a passion for the Toronto public service, with a focus on contributing to City building objectives, and the promotion of equity, inclusion and diversity, and a desire to affect positive change for the City.

**NOTE:** All City of Toronto employees are required to be fully vaccinated as a condition of hire in accordance with the City's [Mandatory Vaccination Policy](https://www.toronto.ca/city-government/accountability-operations-customer-service/city-administration/corporate-policies/people-equity-policies/covid-19-mandatory-vaccination-policy/) < <https://www.toronto.ca/city-government/accountability-operations-customer-service/city-administration/corporate-policies/people-equity-policies/covid-19-mandatory-vaccination-policy/> >.

**Salary Range:** \$110,965.40 - \$130,366.60 per year

**Toronto** is home to more than 2.9 million people whose diversity and experiences make this great city Canada's leading economic engine and one of the world's most diverse and livable cities. As the fourth largest city in North America, Toronto is a global leader in technology, finance, film, music, culture, and innovation, and consistently places at the top of international rankings due to investments championed by its government, residents and businesses. For more information, visit [jobs.toronto.ca](https://jobs.toronto.ca) or follow us on Twitter at [Twitter.com/CityTOjobs](https://twitter.com/CityTOjobs), on LinkedIn at [Linkedin.com/company/city-of-toronto](https://www.linkedin.com/company/city-of-toronto) or on Facebook at [Facebook.com/CityTOjobs](https://www.facebook.com/CityTOjobs).

### **How to Apply:**

For more information on this and other opportunities with the City of Toronto, visit us online at <https://jobs.toronto.ca/jobsatcity/>. To apply online, submit your resume, quoting **Job ID 22169**, by **Friday, December 17, 2021**.

### **Equity, Diversity and Inclusion**

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to [employment equity](https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US) < [https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en\\_US](https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US) >.

### **Accommodation**

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA).

Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related](#)

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accommodation during the **application process** is available upon request. Learn more about the City's Hiring Policies and Accommodation Process < [https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en\\_US](https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US) >.

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