

**JOB OPPORTUNITY:  
EMERGENCY MANAGEMENT PROGRAM MANAGER**

**Closing date: September 30, 2020, 23:59 Pacific Time**

**INTENT**

The intent of this process is to staff one full-time position, based in British Columbia or Alberta, for a specified duration of 12–18 months with possibility of renewal. The successful candidate will be subject to a probationary period.

**HOW TO APPLY**

Please send the following via email to [nrcan.tmxcommittee-comitetmx.nrcan@canada.ca](mailto:nrcan.tmxcommittee-comitetmx.nrcan@canada.ca):

1. Your resume
2. An application letter that:
  - a. Clearly outlines how you meet each essential qualification as listed below (please use each essential qualification as a heading and provide clear and specific examples, with dates and locations, of how you meet the qualification);
  - b. Discloses any current or past work experience (direct or indirect) with the Trans Mountain Expansion Project, Kinder Morgan, Trans Mountain Corporation, and/or its contractors; and
  - c. Indicates your expectations for salary within the range noted below.

Acknowledgment of receipt of applications will not be sent. An interview will be administered and references will be requested and checked.

**ABOUT THE INDIGENOUS ADVISORY AND MONITORING COMMITTEE**

The Indigenous Advisory and Monitoring Committee (IAMC) brings together 13 Indigenous and six senior federal representatives to provide advice to regulators, as well as to monitor the Trans Mountain Expansion (TMX) Project and the existing pipeline. The 13 Indigenous members represent the 129 Indigenous communities and regions along the route.

Members have shared goals of both the safety and protection of environmental and Indigenous interests regarding lands and waters. Read the Terms of Reference and find out more about the Committee at <http://www.iamc-tmx.com>. The Committee has identified emergency management as one of its key priorities. In March 2018 the Emergency Management (EM) Working Group was formed. The Working Group's priorities are to:

- Identify opportunities for greater Indigenous inclusion in emergency management;

- Improve Indigenous communities' emergency preparedness with an all hazards approach;
- Inform the IAMC-TMX on issues related to EM; and
- Inform policy development.

## **RESPONSIBILITIES**

The Emergency Management Program Manager (“EM Program Manager”) works as part of the IAMC-TMX Secretariat housed within Natural Resources Canada and is responsible to implement a work plan approved by the Committee. Specific responsibilities include:

- Support the identification and development of Committee and community projects and initiatives to address emergency management, preparedness, response and recovery priorities of Indigenous communities in relation to the TMX project;
- Work with regulators and TMC to explore opportunities for greater inclusion and information sharing with Indigenous groups on emergency preparedness, spill prevention, response and recovery, including with respect to incorporation of Indigenous knowledge.
- Facilitate relationships between the IAMC, Indigenous communities, Indigenous Caucus staff, Secretariat staff, federal regulators, and Trans Mountain Corporation, with the objective of improving understanding and confidence in the pipeline safety regime; and
- In collaboration with the Communications and Engagement Team, support the planning and execution of engagement events with Indigenous communities, industry, and government, with a focus on best practices for how communities can be involved in emergency management.

## **ESSENTIAL QUALIFICATIONS**

In order to be considered, your application must clearly explain how you meet the following essential qualifications.

### **Language**

English essential

### **Education**

- Graduation with a degree from a recognized post-secondary institution, or an acceptable equivalent of education and experience

### **Experience**

- Significant (minimum of four years) and recent (within the last ten years) experience in:
  - providing technical and/or operational support in emergency preparedness and response;
  - briefing senior managers or advisors on complex and sensitive issues; and,

- coordinating and providing senior leadership on working groups, committees, secretariats, interdepartmental and/or multi-jurisdictional collaborative teams.
- Experience in the natural resource industry (e.g. oil and gas, forestry, or mining), particularly related to emergency management and protection of the environment, safety, and/or Indigenous cultural practices and sites
- Experience collaborating with internal and external partners, including Indigenous communities, government departments, regulators, non-governmental organizations and/or industry
- Knowledge and experience with the Incident Command System

### **Knowledge**

- An understanding of Indigenous issues related to natural resource development, including the integration and protection of Indigenous knowledge
- An understanding of governance structures of Indigenous communities in Alberta and British Columbia
- An understanding of the United Nations Declaration on the Rights of Indigenous Peoples and the Truth and Reconciliation Commission's Calls to Action

### **Abilities / Competencies**

- Ability to communicate effectively orally
- Ability to communicate effectively in writing

### **OPERATIONAL REQUIREMENTS**

- Willing and able to work overtime, often on short notice, as required
- Willing and able to travel in Canada

### **CONDITIONS OF EMPLOYMENT**

- Reliability security clearance
- Possession of valid driver's licence to allow for travel to remote areas

### **SALARY AND BENEFITS**

The successful candidate will be offered term employment with Natural Resources Canada, at a group and level commensurate with their level of education and relevant experience. The salary

range for this position is \$85,000 – \$125,000. The position will also include enrollment in the public service group insurance benefit plans, which you can read more about at: <https://www.canada.ca/en/treasury-board-secretariat/topics/benefit-plans.html>

### **OTHER INFORMATION**

Natural Resources Canada is committed to having a skilled and diversified workforce representative of the population we serve. To achieve employment equity goals, selection may be limited to candidates self-identifying as belonging to one of the following Employment Equity groups: Aboriginal peoples.

This position will be part of a team within NRCan that is headquartered in Vancouver, BC, however working from other locations in BC or Alberta may be acceptable.

### **CONTACT INFORMATION**

Please send applications and questions to: [nrcan.tmxcommittee-comitetmx.nrcan@canada.ca](mailto:nrcan.tmxcommittee-comitetmx.nrcan@canada.ca).