



EMERGENCY PLANNING COORDINATOR

COMPETITION: # 24137-50151006

SECTION: Emergency and Operational Planning Section – Major Events
STATUS: Regular full-time
HOURS OF WORK: Monday to Thursday, 7:00 a.m. to 4:00 p.m.
SALARY: Pay Band 91 - \$111,139 to \$138,924
COMPETITION END DATE: Monday, November 4, 2024

Reports to the Inspector of the Emergency and Operational Planning Section. Works with the staff sergeants in charge of the Operational Planning Unit and the Major Events Unit.

ESSENTIAL DUTIES

- Leads, develops, implements, and manages emergency management (EM) programs and planning processes
- Identifies multi-year strategic goals for the Major Events Unit meeting VPD's strategic needs
- Supports the Department Operations Centre (DOC) development and activations
- Develops emergency training, course curriculum, and delivers EMP training
- Participates in the VPD CBRN portfolio
- Provides expertise in creating policies and procedures to support the VPD's Emergency Management Program (EMP), including updating existing plans and programs
- Determines the best methods to communicate and coordinate during emergencies and disasters
- Prepares appropriate reports and resolutions for senior management, including oral presentation when necessary
- Analyzes activations of the EMP and develops after action reports
- Participates with the City's Special Event Public Safety Planning process, which may include project management
- Supports all aspects of the Departmental Operations Centre, ensuring a harmonization with the City's emergency response network
- Establishes and maintains effective relationships with all levels of staff, and external stakeholders
- Primary VPD liaison to coordinate with other emergency management agencies (VEMA, EMBC, Public Safety Canada)
- Represents VPD Emergency Planning at internal and external meetings, addressing various regional working groups
- Responds to enquiries, complaints, and requests, with the knowledge and understanding of department regulations, policies, and procedures;
- Other related duties and responsibilities as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of emergency management relative to processes, including those in emergency operations centres, communications, legislation, and national and provincial standards
- Prioritizes work on short notice with changing priorities in a multi-task environment
- Analyzes and presents proposals on a variety of EM related matters
- Provides leadership in developing departmental policies and procedures
- Manages budgets

EXPERIENCE

Required:

- A minimum of four years of operational emergency management experience
- Ability to work well independently and in a team environment



- Excellent problem-solving and decision-making skills, with a demonstrated ability to manage and resolve conflicts
- Proficient in digital tools at an intermediate or advanced level, including Excel, Word and Power Point, with the ability to learn new computer systems quickly with minimal instruction
- Working knowledge of mass notification processes
- Strong project management and organizational skills
- Strong written English and proven skill in preparing accurate and clear documentation
- Excellent customer service skills and interpersonal skills
- Ability to communicate effectively both orally and in writing with all levels in the organization

Preferred:

- Paramilitary or emergency response experience (within a police, military or similar environment)

EDUCATION

Required:

- Certificate/diploma in emergency management, or similar degree in emergency management, or similar
- Bachelor's degree
- Incident Command System 200 (ICS 200)

Preferred:

- CBRN accreditation
- Incident Command System (ICS 400)
- Bachelor's or master's degree in emergency management

OTHER REQUIREMENTS

- Valid BC Driver's licence
- Must be Permanent Resident or Canadian Citizen
- Primary work site will be VPD office at 3585 Graveley Street, but must have the ability to work at all VPD facilities and select City of Vancouver sites within the city of Vancouver;
- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years or as required

SELECTION PROCESS

- Candidates may be required to take a written test in order to move forward to the interview stage
- Short-listed candidates may be asked to provide samples of work

NOTE: This position is exempt from the union.

Applicants should submit a resume and cover letter via email to vpd.civilian.jobs@vpd.ca by 4:30 p.m. of the closing date. **The competition number must be indicated in the subject line of the email.**

We thank all applicants, however, only those short-listed will be contacted.