

<b>Position title:</b> Senior Manager of Regional Emergency Services	<b>Updated:</b> June 2025	<b>Job Family:</b> Professional/Technical 5
<b>Reports to:</b> General Manager of Community Services	<b>Direct Reports:</b> <ul style="list-style-type: none"> <li>Emergency Planning Coordinator - CVEM</li> <li>Emergency Technician- CVEM</li> </ul>	

## POSITION SCOPE

Reporting to the General Manager of Community Services, the Senior Manager of Regional Emergency Services (Senior Manager) provides leadership in advancing the Region's emergency response and recovery resilience through an integrated and regional emergency management approach. This position is responsible for strategic planning, oversight, overall annual budget management, implementation of the regional multijurisdictional Comox Valley Emergency Management Service (Service) and supporting community organizations that deliver emergency management response services.

The Senior Manager will offer overall leadership, guidance and support to the Comox Valley Emergency Management team (CVEM team) and the CVEM Administrative Committee which is comprised of member municipalities and K'ómoks First Nation representatives. Working with local authorities including the K'ómoks First Nation, City of Courtenay, Town of Comox and Village of Cumberland, the Senior Manager will be responsible to build knowledge and capacity for regional emergency management, including for the CVRD's electoral areas, as well as the activation of a local or regional Emergency Operations Centre (EOC).

## KEY ACCOUNTABILITIES

### Leadership & Relationships

1. Leads CVEM for the CVRD while considering overall strategic drivers identified by the board.
2. Leads the establishment of community response and recovery activities and operations as required by the *Emergency Disaster Management Act*.
3. Provides strategic program direction, expertise and leadership to the development and implementation of policies, procedures, and processes.

4. Provides strategic advice, briefings and decision support to the Chief Administrative Officer and Executive Management Team throughout all phases of emergency management (mitigation, planning, response and recovery).
5. Supports a corporate-wide effort to create a strong safety culture and become resilient to major emergencies and disasters.
6. Leads and supports the overall management of the Service including the delivery and implementation of program materials and the provision of information in a multi-jurisdictional model.
7. Represents the CVRD, City of Courtenay, Town of Comox and Village of Cumberland, and in partnership with K'ómoks First Nation, with outreach and coordination with Emergency Management Climate Readiness (EMCR) and the BC Wildfire Service (Ministry of Forests) and other agencies as directed or required.
8. Partners with Rural Fire Services in various mutually beneficial administrative duties related to mutual programming/public outreach.
9. Support CVRD's 'Emergency Services' core service as defined in the CVRD strategic plan with the exception of the rural fire services.
10. Participates in a rotating schedule of first contact coverage, ensuring that the Service maintains 24/7 first-contact availability 365 days a year, with all assigned staff taking turns according to the coverage plan.
11. Supports emergency management staff in developing and implementing work plans for the delivery of the Service. Provides training and guidance in performance of duties, conducts performance evaluations, promotes improved performance through counselling, coaching and career development, handles grievances and works collaboratively to resolve staff issues. Is a leader in addressing and supporting psychological health and safety for personnel and creating a strong culture of support for individual staff needs.

### **Planning, Training & Exercises**

12. Develops strategic, long-term plans for service delivery and staffing to meet or exceed the standards set by the Emergency and Disaster Management Act grounded in the United Nations Sendai Framework for Disaster Risk Reduction, while including the core pillars of provincial emergency management.
13. Carries out and supports the duties, as required, to coordinate the emergency preparedness, response and recovery plans prepared by the local authorities and other emergency services and supporting agencies (e.g., emergency support services, emergency radio communications, ground search and rescue).
14. Coordinates and supports planning, training, and exercises for the emergency service team to maintain a state of readiness, while serving as the CVRD point person for EOC-focused training and promoting regional collaboration in emergency preparedness efforts.

15. Responsible for improving operational performance of the CVRD's Harmston Emergency Operations Centre and supporting regional EOC activities across participating municipalities and partners.
16. Strengthens the CVEM team by improving policies and procedures for activating the CVRD and/or CV Regional Emergency Operations Centre (EOC), in close collaboration with member municipalities and the K'ómoks First Nation, using a coordinated, multi-jurisdictional approach.
17. Supports the CVRD's coordination of the business continuity program.

### **Budgeting/Grant Funding**

18. Supports other non-profit organizations to access CVRD funding for emergency management and community well-being, such as search and rescue or community justice partnerships.
19. In collaboration with all directly participating local government members of the Service, prepares the Service's budget and related financial plans, completing analysis related to revenue, operations and contract services costs.
20. Works with the General Manager to define staffing levels and resources needed for achieving the development of strong relationships of trust with direct regional partners and community organizations that offer response support in the Comox Valley.
21. Reviews emergency management service grant applications and agreements to ensure they align with the organization's operational needs and can be effectively implemented.
22. Other duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Education, Experience, and Certification** *(or equivalent combination where acceptable)*

- Post-secondary degree in Risk Management, Emergency Management, Crisis Management, or a related field
- Minimum of five years of progressive relevant work experience in Emergency/Disaster Management or Community Development preferably at a municipal /regional district or an equivalent combination of education and response operations experience.
- Emergency Management Associate Certificate is preferred, or as a minimum: ICS-100, EOC Essentials, EOC Operations, exercise planning, and evacuation planning.
- Direct experience managing Public Safety Lifeline Volunteers (Emergency Support Services, Emergency Radio Communications)
- Direct experience working with emergency response agencies such as police, fire and emergency medical services.
- Direct experience working in an active EOC leadership role preferred.

**Knowledge, Abilities and Skills**

- Considerable knowledge of the *Local Government Act, Community Charter*, and bylaws governing the administration and operations of regional districts.
- Considerable knowledge of the *Emergency Disaster Management Act* and other related legislation.
- Considerable knowledge of the British Columbia Emergency Management System and the Sendai Disaster Risk Reduction Framework.
- Thorough knowledge and understanding of the mandate, operating environment, business objectives, structure and operations of regional districts.
- Thorough knowledge and understanding of the philosophies, principles, processes and practices pertaining to emergency management delivery. (Regional delivery knowledge an asset)
- Thorough knowledge of budgeting processes overseeing expenses and revenues of emergency services.
- Thorough knowledge of grants and ensuring alignment to the operation and goals of the Service.
- Demonstrated strong leadership style that supports team members individual growth, wellness and success. Fosters diversity and inclusivity.
- Demonstrated ability to collaborate with volunteer organizations, response agencies, local governments, Indigenous nations to effectively build operational goals for the Service.
- Strong ability to make sound decisions and solve problems under pressure.
- Ability to plan, implement and effectively manage the regional district's strategic drivers for the Service, ensuring compliance with the priorities of the board.
- Ability to lead, supervise, train, coach, manage performance and motivate staff in a team environment.
- Ability to develop and maintain effective and productive relationships with regional district staff, consultants, and other stakeholders.
- Strong report writing, communication and presentation skills.
- Strong leadership, facilitation, consensus building, conflict resolution, negotiation and interpersonal skills.
- Strong computer skills with advanced knowledge of MS Office Teams, SharePoint and local government financial tools/processes and other applicable software.

**EMPLOYEE SIGNATURE**

This is to certify that I have read this job description:

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Print Name

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Signature

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Date