



MANAGER, EMERGENCY PLANNING & SAFETY

VANCOUVER, BC

ABOUT THE COMPANY

The Musqueam people are traditional speakers of hənq̓əmin̓əm and constitute a robust and growing community, boasting over 1,300 members. Their community is situated on a small portion of their ancestral lands, known as the Musqueam Indian Reserve, located to the south of Marine Drive near the Fraser River's mouth. The name "Musqueam" is intricately tied to the River Plant, known as məθkʷəy̓. Passed down through generations, there is a compelling story that explains how they have come to be recognized as the xʷməθkʷəy̓əm (Musqueam) - People of the River Plant. Historically, they have moved within their territory, harnessing its abundant resources for fishing, hunting, trapping, and gathering. They have maintained their cultural distinctiveness and resilience despite enduring challenges posed by residential schools, colonial laws that sought to suppress their ceremonies, and other attempts at assimilation. Today, their lands and waters continue to serve as the bedrock of their cultural and economic practices, carrying within them the repository of knowledge and memory, intricately intertwined with their teachings and laws. To delve deeper into the rich heritage and culture of Musqueam, we invite you to visit their official website at www.musqueam.bc.ca.

ABOUT THE ROLE

This position supports the preparation, development and maintenance of emergency preparedness documents and programs that have been established by Musqueam to respond to incidents affecting the operations of the organization and the Musqueam community. The Manager, Emergency Planning and Safety acts as a liaison between the CAO, Chief and Council and the Emergency Management Team. The Emergency Planner also oversees the development of proper functioning of the Joint Health and Safety Committee as the Chair of the Committee.

KEY RESPONSIBILITIES

- Collaborates with various departments including being a member of the Emergency Management Team and external agencies/institutions to provide emergency management support to the organization and the Musqueam community
- Assesses local risks and evaluate mitigation projects and evacuation plans
- Works with leadership in developing annual budgets
- Develops and implement plans, procedures and protocols to maintain community awareness regarding emergency preparedness
- Assists in the development and implementation of plans such as the Emergency Plan, Pandemic Plan, Business Continuity Plan and Recovery Plan
- Implements and coordinates tests, training programs and exercises
- Coordinates the purchase and tracking of all equipment, material and supplies for the program
- Manages contracts on behalf of the Emergency Management Program such as specialists to provide training, exercises or planning
- Researches and applies for and acquires alternative funding (JEPP, public/private partnerships, etc.)
- Identifies, coordinates and prepares emergency management staff for responder roles including staffing teams
- Creates and reviews incident management reports, including organizational charts and job action sheets

- Coordinates initial response to events until activation of Emergency Operations Centre (EOC). When necessary, assumes appropriate role within the EOC
- Develops and maintain effective liaison with federal, provincial and municipal departments to facilitate emergency plan development and response effort coordination
- Inspects facilities and equipment used in emergency management operations to ensure that they are working properly. This includes the EOC kit, satellite radio systems and hand held radios.
- Develops and circulates instructional materials to educate and inform Musqueam staff and the community about potential threats and ways of dealing with them
- Ensures MIB compliance with OHS and Worksafe regulations.
- Instructs, educates and communicates "Best Practices" in OHS
- Takes on a leadership role in the establishment, training and reporting regime for the Joint Health and Safety Committee, collaborating with MIB departments and other First Nations as well as HR.
- Acts as Musqueam's OHS Officer.
- Other related duties as required

SKILLS AND QUALIFICATIONS

- Preferred Bachelor's degree in Emergency Management/Occupational Health and Safety or JIBC Emergency Management or in progress for completing the certificate and/or minimum 2-3 years of relevant work experience
- Familiarity with OHS regulations and development of OHS plans and policies.
- Excellent technical written and verbal communication skills with the ability to communicate well with a wide variety of audiences
- Organizational skills with the ability to coordinate with multiple departments and agencies
- Background in developing and implementing plans, operational procedures and protocols to enact emergency management procedures
- Knowledge and experience of similar program delivery in the context of Musqueam or First Nations culture and history is preferred
- Cultural competency and knowledge of First Nation cultural traditions
- Advanced skills in MS Office software, Adobe Acrobat; STATA, R or similar statistics/data analysis software
- Demonstrated ability to judge response capability limitations and propose tactics for coordinated response activities
- Strong interpersonal skills with the ability to use tact and good judgment in dealing with sensitive and complex issues
- Proven ability to maintain confidentiality
- Ability to work in a team-oriented environment as well independently with limited supervision
- Highly detail-oriented with the ability to handle multiple priorities and complete tasks/projects in accordance with stated deadlines
- Ability to manage multiple tasks or projects simultaneously
- High degree of emotional intelligence
- Ability to effectively manage stressful situations and respond to crisis situations with tact and diplomacy is necessary to diffuse potentially volatile situations.
- Valid Driver's License and Vehicle
- Criminal record check

WHY WORK FOR MUSQUEAM?

Our success as a leader as a First Nations Government is built on the traditional teachings of our people, initiative and dedication of the Musqueam Indian Band. Providing a highly engaged traditional government that is member focused.

- Competitive salary
- Training and career development
- Drug and alcohol-free environment
- Business casual environment
- Community fitness and gym access
- Comprehensive group benefits plan and pension plan
- Centrally located with free parking; free onsite gym and class access; close to nature trails at UBC and along the Fraser River, shops, restaurants and services.