



## **Title: Program Manager, Emergency Management**

**Location: Surrey, B.C.**

### **Job Summary:**

Reporting to the Manager, Emergency Management and Business Continuity Programs, this position is responsible to provide support and advice in the provision of emergency management, preparedness and other program activities to ensure FortisBC's Emergency Program meets internal business and regulatory compliance requirements.

### **Key Accountabilities:**

Coordinate and facilitate emergency preparedness activities and maintain program compliance requirements. Provide emergency management support, advice, guidance and instructions as needed. Collaborate with others on the development, maintenance and execution of emergency plans, legal requirements, processes and exercises; identify and provide risk assessments, recommendations and resolve related concerns. Participate in the development and execution of emergency exercises that incorporate best practices, leveraging the support of contractors if applicable or required.

Provide support to the organization with respect to compliance with regulatory requirements in the preparation, response and recovery from emergencies and report results /findings. Establish new plans, practices and procedures as required; review, modify and enforce existing plans based on regulatory requirements and lessons learned. Prepare reports on program status. Act as subject matter expert and provide support in the interpretation of applicable standards, regulatory requirements and procedures.

Provide support to emergency response activities as required that may impact the Company's service delivery and/or business functions. Facilitate meetings and/or de-briefing sessions after response activities are tested or executed. Research and review best practices, recommend solutions/improvements to promote the continuous improvement of the emergency management program.

Monitors changes to Regulations, Codes and Standards, provide advice and guidance to others on related or potential impacts. Establish and maintain relationships with local authorities, provincial ministries and other emergency management experts. Represent FortisBC Emergency Management on external committees; present information at conferences etc.

### **Education and Experience:**

Bachelor's degree in a related discipline from a recognized program, Emergency Management Certification and Exercise Design Certification and Business Continuity Professional Certification, plus four (4) to seven (7) years recent, related experience or an equivalent combination of education, training and experience. Valid BC Driver's License.

### **Technical Competencies:**

Knowledge of the emergency management system in the province of British Columbia

Emergency planning skills

Effective time management skills

Experience in designing and conducting tabletop and full-scale exercises

Public speaking, presentation and training skills

Facilitation skills

Interpersonal skills

Technical writing skills

Possess an understanding of business continuity as a component of emergency management

Possess the ability to analyze assignments, derive and determine implied or specific associated tasks

Demonstrated ability to create, develop and maintain effective business relationships

Demonstrated ability to communicate effectively, verbally and in writing

Demonstrated ability to develop and maintain effective working relationships

Demonstrated ability to handle multiple tasks, and changing priorities within tight timeframes

Demonstrated ability to analyze and resolve problems/conflict

Demonstrated ability to work both independently and as part of a team

Intermediate level computer skills in Microsoft Office Suite

### **Additional Information:**

- Knowledge of utility operations an asset
- This position requires the completion of a security clearance.
- Travel and some irregular working hours are required
- May be exposed to stressful situations
- Will be required to perform effectively during emergencies