

JOB DESCRIPTION

Emergency Management (EM) Manager

SUMMARY

Under the functional and political direction of the Deputy Grand Chief/Grand Chief with the Emergency Management portfolio and the immediate supervision of the Infrastructure and Housing Director the EM manager is responsible for implementation of identified Emergency Management priorities and initiatives as mandated by resolution to the NAN Executive Council by the NAN Chiefs in Assembly.

The NAN Emergency Management Manager is responsible for the Emergency Management Unit including direction, staffing and application of resources and programming to further increase Nishnawbe Aski Nation capacity to address Emergency Management-related matters. The work will support Emergency Management services in member communities for the safety of the First Nations, their residents and property. The work will focus on the four (4) main pillars of Emergency Management: mitigation, preparedness, response, and recovery.

The EM Manager will coordinate and oversee office assignments, financial planning, and human resources activities directly pertaining to the EM program; as well as overseeing resource planning to ensure effective use of financial resources; establish and maintain effective working relationships and collaborative arrangements with NAN First Nation communities and First Nation organizations. Effective and regular communication with the Provincial Emergency Operations Center (PEOC), Indigenous Services Canada EM staff, First Nations EM organizations, community EM coordinators and NAN leadership will be required.

Collaboration with other departments is expected and will be required to ensure efficient EM operation in NAN territory.

DUTIES AND RESPONSIBILITIES

1. Oversee and manage the effective and efficient day to day operations including planning, developing, coordinating, implementing and evaluating program work plans.
2. Coordinate and implement all project management tasks assigned to the Emergency Management Unit, including the implementation of work plans and resolutions; monitoring program budgets; and submitting monthly financial reports in accordance with NAN policies and procedures and funding terms and conditions.
3. Manage the program financial resources including preparing and monitoring budgets, and, developing funding proposals, including, negotiating for funding under the guidance of the Director of Infrastructure and Housing.
4. Establish and maintain effective relationships and collaborative arrangements with communities to help achieve the goals of the programs and the organization.
5. Prepare technical and political updates for NAN Chiefs in Assembly, Grand Chief/Deputy Grand Chief (or his/her designate) responsible for Health Transformation as required.

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6. Ensure the maintenance of an effective filing system that ensures records of activities, decisions, progress reports, NAN Emergency Management resolutions and telephone directories.
 7. Work with NAN Senior management team as required to ensure efficient and effective department and organizational support for all programs under NAN.
 8. Perform all other related duties as assigned by the Infrastructure and Housing Director.

ACCOUNTABILITY

The EM Manager is under the direction and supervision of the Director of Infrastructure and Housing with further accountability for overall performance to the Chief Administrative Officer. The Emergency Management Manager will receive political and strategic direction from the Executive Council Member. The EM Manager is expected to effectively represent NAN in a professional way in regard to EM policy and EM initiatives with First Nations, Tribal Councils, regional and national First Nation organizations and the federal and provincial governments.

FINANCIAL RESPONSIBILITY AND DECISION MAKING

As a member of the Senior Management team, the EM Manager will contribute to the effective operation and overall accountability of NAN. The EM Manager will participate in management and staff meetings, maintain a professional work environment, and facilitate a team approach.

QUALIFICATIONS

1. Proficiency in working with Microsoft Office.
2. Criminal reference and Vulnerable Sectors Checks required.
3. A post secondary education related to departmental management or five (5) years' management or supervisory experience.
4. A degree and/or diploma in the Emergency Management/Public Safety field, or Emergency Management/Public Safety degree and/or diploma, and/or five (5) years related education and practical experience.
5. Must have working experience with First Nations people and a demonstrated understanding regarding related issues and challenges.
6. Demonstrate excellent interpersonal and communication skills.
7. Demonstrate excellent organizational skills.
8. Ability to travel regularly to NAN First Nation communities.
9. Fluency in a NAN dialect (Cree, Oji-Cree or Ojibway) is an asset.

CREATED: April 2021 **LOCATION:** NAN Office – Thunder Bay, ON