



REGION OF WINDSOR AND WEST HANTS MUNICIPALITY

**Protective Services Manager
Full Time Permanent Position Job Posting**

**BRING YOUR POSITIVE ENERGY AND BE A PART OF
NOVA SCOTIA'S NEWEST REGIONAL MUNICIPALITY**

The Region of Windsor and West Hants Municipality is a diverse collection of rural & urban communities conveniently located in equal proximity to Halifax, the Valley, and Truro; but yet, its own cultural blend that brings quality family living, diversity, fun & festivities, and service centres together. If you are enthusiastic and driven and want to be part of a fun & energetic organizational culture; keep reading!

We are currently accepting applications to fill the position of Protective Services Manager.

Reporting to the Chief Administrative Officer (CAO), the Protective Services Manager acts as liaison between emergency service delivery agencies, plans and organizes the Emergency Management programs for the Region of Windsor and West Hants Municipality, acts as the community's representative on all Emergency Management matters; and coordinates activities with other local agencies having Emergency Management responsibilities.

The preferred candidate must have the following:

- Ability to establish and maintain effective working relationships with employees, elected officials and emergency agencies, outside agencies, and the public;
- Post-secondary education and a minimum of three (3) years' experience; however, an equivalent combination of training and experience may be considered;
- Well-developed interpersonal and communication skills; both verbal and written;
- Knowledge of Federal, Provincial and Municipal legislation, regulations, codes and Municipal By-laws with respect to emergency management;
- Knowledge of emergency preparedness methods, techniques, and procedures is considered an asset;
- strong organizational and analytical skills;
- detail-oriented and a person who has proficiency in technologies and systems;
- have excellent computer skills including word processing and spreadsheet proficiency;
- knowledge of emergency systems;
- the ability to work well under pressure and be a strong communicator.

A complete copy of the job description can be obtained on any of the following:

- www.strongerregion.ca
- <https://www.town.windsor.ns.ca/employment-opportunities.html>
- <https://www.westhants.ca/current-opportunities.html>

Position Title: Protective Services Manager
Department/Division: CAO Office
Reports To: Chief Administrative Officer (CAO)
Direct Reports: No
Classification: Full-time

Position Summary: The Protective Services Manager acts as liaison between emergency service delivery agencies (Police, Fire, and EMO) for the Region of Windsor and West Hants Municipality, acts as the community's representative on all Emergency Management matters; and coordinates activities with other local agencies having Emergency Management responsibilities.

JOB DUTIES AND RESPONSIBILITIES

- Directs the planning, organizing and execution of local Emergency Management, conferring as necessary with the local emergency management agencies.
- Keeps the Chief Administrative Officer fully informed on all Emergency Management matters and acts as their representative in dealing with other governmental and private organizations concerned with Emergency Management.
- Maintains and updates hazard mitigation, emergency response and recovery plans for community and mutual aid agreements with neighboring communities.
- Directs a public information program to keep all residents of the Regional Municipality of Windsor and West Hants informed about Disaster Preparedness activities.
- Organizes regular disaster exercises to test local emergency response agencies.
- Completes and submits municipal disaster reports to the Chief Administrative Officer.
- Directs a training program to prepare the Emergency Management organization for emergency operations. Attends Emergency Management training courses and workshops.
- Secures and maintains information regarding facilities and resources of the local jurisdiction and of neighbouring mutual aid jurisdictions for use in emergency situations.
- Co-operate with the Joint Occupational Health and Safety Committee to ensure compliance with the Occupational Health and Safety Act and Safety policies and to make sure that departmental employees do so as well.
- Ensure all departmental employees are familiar with health and safety hazards in the workplace.
- Ensure departmental employees have the right equipment and safety gear needed to do their job safely.
- Ensure departmental employees are not exposed to health or safety hazards.
- Act as the liaison between Fire and Police and will provide on-going support to other emergency responder agencies such as Search & Rescue, Provincial Departments, and other community organizations.



Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Freedom of Information and Protection of Privacy Act, Nova Scotia.

Qualified applicants are invited to submit their CV or resume with cover letter (merged into one PDF document) with "Protective Services Manager" in the subject line no later than 4:30pm on Thursday, February 20, 2020 to the attention of Shelleena Thornton, Administrative Supervisor, Region of Windsor and West Hants Municipality – sthornton@town.windsor.ns.ca