



Emergency Management Advisor

York is a leading international teaching and research university, and a driving force for positive change. Empowered by a welcoming and diverse community with a uniquely global perspective, we are preparing our students for their long-term careers and personal success. Together, we can make things right for our communities, our planet and our future.

In this role you will be working with York University's Community Safety Department and emergency management teams, the Emergency Management Advisor provides effective and efficient, professional, and confidential emergency management and business continuity advice, expertise, and support. The duties performed by the Emergency Management Advisor are broad and varied and often are of a confidential and or sensitive nature, including awareness of/responding to issues relating to labour relations. As a Subject Matter Expert (SME) in the Disaster and Emergency Management field, the Emergency Management Advisor will act as the backup to the Manager of Emergency Management in their absence. The Emergency Management Advisor will work with business units (assist/guide/consult) and key internal/external stakeholders to develop, maintain and implement emergency management and business continuity plans and key umbrella documents to ensure the University can respond quickly and effectively to any emergency that may affect education, research and/or student's services. Committed to anti-racism, equity, diversity and inclusion, the Emergency Management Advisor will develop and deliver training, policies and programs in emergency management and business continuity planning to diverse groups of designated employees and managers within the University on how to prepare for, respond to, and recover from emergencies or contingency situations and develop and conduct York University's business continuity exercises and training. This includes developing scenarios, organizing, coordinating and conducting the exercises. Daily activities involve regular interaction with diverse staff, faculty, students, municipal organizations and vendors using strong verbal and written communication skills and ability to develop solutions in collaboration and consultation with others. This position is exposed to sensitive information which requires the incumbent to use, tact, diplomacy, discretion, and excellent judgment. The Emergency Management Advisor is also responsible for the effective and efficient management and coordination of special projects as assigned. Many of these responsibilities will include responsibilities that encompass exposure to labour relations issues. In case of an emergency, the position may be required to work 24/7 to support the Emergency Operations Centre (EOC) and/or business units.

To be considered for this opportunity, you will bring the following:

Post-secondary degree in emergency management, business and/or business continuity planning is desirable or equivalent combination of education and experience. Certified Business



Continuity Professional (CBCP) certification or equivalent is an asset. Should have completed Emergency Management Ontario's Basic Emergency Management and Incident Management System Level 200 Courses or equivalent North American or international standards or has the potential to complete the IMS courses. Position requires knowledge of relevant acts, regulations and standards and ability to apply this knowledge. Accreditation, academic credentials or certification in adult education and training is desirable (e.g., adult education, facilitation skills, curricula development). Knowledge of and experience with adult training is required.

Minimum 3 years' experience developing/overseeing organizational emergency management and or business continuity programs. Experience in large, complex unionized environments is an asset. Ability to work with diverse communities with values of inclusion and diversity. In-depth experience providing service in one or more of the following functions: emergency operations and incident support. developing emergency management and business continuity plans. planning, developing, and delivering training programs and exercises specific to emergency management or business continuity. Must be able to demonstrate knowledge of the Hazard Identification and Risk Assessment (HIRA) process. Can demonstrate experience in diverse community outreach and engagement and training/exercise program development and delivery.

For full position details, including skills and knowledge requirements, and to apply to this exciting opportunity visit the External Career Portal (www.yorku.ca/jobs) and refer to posting 102295.

We offer comprehensive benefits and access to superb educational and recreational facilities. For more information on what York has to offer U please visit: <http://hr.info.yorku.ca/benefits/>

The University welcomes applications from all qualified individuals, including, but not limited to women, persons with disabilities, visible minorities (racialized), aboriginal (Indigenous) persons and persons of any gender identity and sexual orientation. York University is committed to a positive, supportive and inclusive environment.

York University offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by York University regarding a job opportunity or testing, please advise if you require accommodation.

We are committed to enhancing our environmentally and socially responsible practices for the benefit of all members of the York community. Our long-term perspective recognizes our responsibility to be innovators and to continually work as a community to reduce our ecological impact.

