



## Position Description November 2025

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| <b>Position Title:</b>  | Manager of Emergency Planning & Coordination          |
| <b>Reports To:</b>      | Chief Administrative Officer (CAO), Town of Wolfville |
| <b>Reporting Staff:</b> | NA                                                    |
| <b>Salary Range:</b>    | \$79,814 - \$105,554                                  |
| <b>Classification:</b>  | Permanent full-time                                   |

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### Position Summary:

The Manager of Emergency Planning & Coordination (the Manager)<sup>1</sup> has overall responsibility for emergency preparedness for the members of the Kings County Regional Emergency Management Organization (Kings REMO), comprised of the Municipality of the County of Kings and the Towns of Berwick, Kentville and Wolfville. Other than the Manager, the Kings REMO has no dedicated staff and draws designated staff from each of the member municipalities during emergencies to fulfill its mandate.

The primary functions of this position are emergency response planning, building relationships with other organizations having an emergency response role, and advising and informing elected officials, staff, and the public with regard to emergency preparedness in accordance with the Kings Regional Emergency Services Agreement, the Emergency Management Act and the Provincial Standards for Regional Emergency Management Organizations.

This position is hosted by the Town of Wolfville and reports to the CAO. However, as a regional emergency management organization the position will have operational responsibility to the CAOs of each partner municipality.

### Behavioural Competencies

Behavioural competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. The core competencies required by this position include:

- Achievement
- Working Strategically
- Communication
- Relationship Building
- Leading & Developing Others

### Core Expectations of Role

<sup>1</sup> – The Manager of Emergency Planning & Coordination is referred to as a Regional Coordinator in the Intermunicipal Services Agreement for Regional Emergency Services Organization

**Planning, Training & Coordination:** The Manager is responsible for planning that engages the entire team and internal and external partners. Key outcomes and responsibilities include:

- Facilitate, design and conduct emergency exercises
- Ensure the Emergency Coordination Centre (ECC) is prepared for use.
- Build staff capacity and redundancy for key ECC roles through ongoing training and exercises.
- Facilitate the delivery of appropriate emergency management training for municipal staff and partners.
- Prepare, review and evaluate Regional Emergency Management Plan submissions to forward to Nova Scotia Department of Emergency Management (NSDEM).
- Participate in the development of NSDEM emergency plans and liaises with provincial officials as appropriate.
- Conduct hazard assessments and risk analyses
- Maintain an up-to-date inventory list of resources available for emergency responses.
- Establish and maintain Memoranda of Understanding (MOUs) with other interested parties to support a collaborative response to emergencies.
- Establish and maintain MOUs and agreements with local and regional agencies, community groups and service providers that may be needed to support emergency planning and response.
- Recommend and develop policies and standing operating procedures that will support or improve emergency planning and response.
- Advise on Business Continuity Plans that support the timely restoration of essential municipal services to residents following an emergency.

**People Leadership, Communication and Management.** Support the establishment of a strong, collaborative team that supports municipal directions and strategy.

- Manage Kings REMO in accordance with municipal bylaws, plans and the Inter-Municipal Services Agreement.
- Engage partner municipalities and organizations to maintain a high level of readiness and coordination during emergencies.
- Bring together groups and resources to develop and enhance REMO programs and projects.
- Supervise and execute work in a safe manner in accordance with organizational and other legislated policies, procedures, regulations, guidelines and/or standards.
- Maintain open, collaborative communication with NSDEM.
- Support municipal staff participating in REMO activities through clear policies, procedures, coaching and position descriptions.
- Coordinate public information tools and outreach initiatives including the Kings REMO website, social media, IamResponding, and community engagement.
- Manage the Kings County Voluntary Vulnerable Persons Registry.
- Coordinate Kings County's use of Emergency Alerts.

**Health and Safety.** The protection of life and property is the foundation of this role and drives the generation and maintenance of all regional emergency measures planning and activities. This position will ensure that public safety as well as occupational health

and safety is reflected throughout all REMO plans and strategies.

**Reporting and Data.**

- Create and maintain records, data, and reports for all REMO functions and to support effective decision-making.
- Keep an up-to-date, accessible and comprehensive database of key partners and community contacts.
- Prepare reports to inform and engage municipalities, partners and the public.
- Manage budgets, procurement and project expenses.
- Support and prepare Disaster Financial Assistance applications.

**Skills, Knowledge & Experience:**

- Excellent communication, leadership and management skills.
- Excellent interpersonal and relationship building skills.
- Experience supervising and managing staff and resources.
- Experience in project management
- Experience in emergency or disaster planning and response.

**General Capabilities:**

- Ability to contribute to a team as both a leader and follower.
- Ability to function as an effective problem solver and consensus builder.
- Work effectively and professionally with Council, staff, outside agencies and the general public.
- Ability to tactfully and respectfully interact with a wide range of people from different backgrounds and cultures.
- Strategic thinking.
- Self-motivated.
- Ability to be a team builder and leader.
- Attention to detail.
- Process-driven.
- Computer savvy.

**Working Conditions:**

- Regular working hours are 8:30am – 4:30pm, Monday to Friday, with one hour unpaid for lunch each day, for a total of 35 hours weekly.
- Due to the nature of the role, there is a requirement to attend meetings and other events outside of regular working hours as necessary. There is also a requirement to participate in the ECC in the event of activation.
- Work may take place in all types of weather under challenging conditions
- Involves exposure to risk and stressful situations.
- This position spends periods of time at a desk and in front of a computer.
- Some travel throughout the county and province is expected.

**Required Qualifications:**

- Knowledge typically acquired through completion of post-secondary education in emergency management, public administration or a related field.
- Incident Command System (ICS) Training (ICS-100, ICS-200, ICS-300 and Emergency Coordination Centre (ECC)) or willing to acquire.
- At least five (5) years' experience in emergency management or a related field.

- Working knowledge of emergency services, municipal government, and emergency management.
- Training and/or experience managing projects from conception through execution.
- Excellent communication and interpersonal skills. Must have the ability to tactfully and respectfully interact with a wide range of people from different backgrounds and cultures.
- A proven record of integrity and honesty
- Knowledge of provincial laws, statutes and regulations relating to municipal government.
- A record of innovation and accomplishment.
- Nova Scotia Class 5 driver's license and access to a reliable vehicle.

**Approved by:**

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CAO

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Date