

The Authority is a leader in providing quality, safe, secure, sustainable and affordable air transportation services to the airport's customers and communities and be a driver of economic growth within Canada's Capital Region.

Security, Emergency Management and Customer Transportation is seeking applications for a **Manager, Emergency Management** on a full-time basis.

Reporting directly to the Vice President Security, Emergency Management and Customer Transportation, the **Manager of Emergency Management** is responsible for developing, training, testing and evaluating procedures to optimize the Authority's preparedness to respond to any emergency or disaster at the Ottawa International Airport and to assist, as required, in the implementation of those procedures during irregular operations, emergencies or disasters. Flexibility to shift hours will be required in order to provide response to critical issues and events that occur outside of normal work hours.

Essential functions:

As a subject matter expert, represents the Authority's interests in the alliance of emergency, security and irregular response plans with regulators, support agencies and other internal and external stakeholders;

- Manages the Airport's Emergency Management Training Program;
 - Chief training facilitator;
 - Chief Instructor for all emergency management training at the Ottawa International Airport
 - Lead planner and facilitator of emergency management and security exercises: design, conduct and document emergency exercises, table-top exercises (TTXs), and drills in order to test, train, and practice the established preparedness of internal and external stakeholder response based on a wide spectrum of risks;
 - Leads timely debriefings post exercises, emergencies and irregular operations with internal and external stakeholders, with the intent to evaluate the activation, response and demobilization/stand-down and develop and follow up on After Action Reports action items;
 - Lead and coordinate the development of the emergency procedures manual, policies, standard operating procedures, checklists, and various emergency notification contact lists;
 - Coordinate with internal and external stakeholders in the development and implementation of contingency plans for Airport emergencies, irregular operation responses, fire and evacuation plans, labour action, as well as the passenger care program and business continuity plans;
 - Manages courseware development, instruction and required certification;
 - Arranges all learning materials, presentations and related logistical needs;
 - Coordinates course cost recovery; and
 - Facilitates solicitation and marketing of courses/workshops to outside agencies, when applicable.
- Manages the Authority's Fire Safety and Evacuation Plans for the terminal and the Hendrick Building;
- Coordinates the daily operations and maintenance of the Airport Emergency Operations Centre (AEOC);
- Develops emergency Standard Operating Procedures (SOPs) and leads in their implementation;
- Leads coordinator for the Passenger Care Program with all stakeholders and acts as the liaison officer for the Ottawa International Airport Authority as required during emergencies and irregular operations;
- Leads coordinator for the Labour action contingency plan, develops, assesses and tests the plan, and acts as point of contact for Authority executives and excluded staff; and
- Acts as an alternate AEOC Director when the Vice President Security, Emergency Management and Customer Transportation and the Manager of Security and Emergency Management are unavailable.

Associated duties and responsibilities:

- Ensures regulatory compliance with Canadian Aviation Regulations (CARs) related to security / emergency training, exercises and preparedness;
- During emergencies and as required, acts a liaison between the AEOC and the AOCC;
- As required, acts as assistant to the Operations Manager of the AOCC during emergencies;
- Undertakes training needs assessments, gap analysis, develops training curriculum and delivers emergency management training/awareness sessions and documents as necessary;
- In relation to emergency and irregular response, performs quality assurance and quality control initiatives in order to ensure administrative and procedural activities undertaken to fulfill goals, and address gaps accordingly;
- Supports Authority executives in the development of third party (tenant, operator, etc.) labour action mitigation planning;
- Researches, recommends, procures and assesses resource (people, equipment, services, software, etc.) solutions that will optimize overall emergency and irregular operation responses, business continuity and business resumption – such solutions may relate to training, equipment, infrastructure, etc.;
- Performs a variety of administrative, operational, research and analytical duties as required in support of the programs and develop reports, recommend policies, procedures, etc.;
- Maintains an inventory of supplies for emergency management;
- Maintains a library of developed exercises, training and courses;
- Participates in special projects; and
- Represents the Authority interests through various committees / meetings.

The successful candidate must be cognizant of theories, principles and practices of emergency management in relation to mitigation, preparedness, response and recovery. He/she will possess an understanding of related incident command systems, functions and the operations of external stakeholders, including community emergency and disaster support and assistance resources. The successful candidate must demonstrate an understanding of, and ability to apply, the Systems Approach to Training (SAT) or an equivalent training development system. He/she will have experience in developing, conducting and assessing emergency

preparedness/response exercises and or security exercises. The successful candidate must be highly motivated and possess well-developed communications skills and people skills. He/she will be organized, detail oriented, and safety conscious. The successful candidate will have the ability to develop, coordinate and train others in emergency and irregular operation procedures. He/she will have the skill sets necessary to prepare clear, accurate and concise reports, procedures and other written instruction or material, as well as identify resource requirements and develop the means to obtain and meet them. The successful candidate must have the ability to manage volunteer organizations when conducting an exercise. He/she must be able to research and write technical documents. The successful candidate must routinely demonstrate initiative and strong attention to detail. He/she must be able to work effectively both independently or in a team environment, during periods of high tempo and under pressure. These abilities, as well as a positive attitude, will ensure success in building positive working relationships in a team environment.

Qualifications for this position include:

- A diploma or degree from a college or university with major coursework in emergency management, public administration, business administration or a related field is desirable with a minimum of two (2) years' of related professional experience or an equivalent combination of emergency management / disaster planning education with a minimum of (5) years' of operational emergency preparedness experience;
- Expertise with all aspects of emergency management;
- Expertise with all aspects of business continuity planning;
- Experience in planning, conducting and evaluating emergency preparedness and/or security exercises;
- Knowledge of a unionized environment;
- Knowledge of training and development tools and techniques with related experience;
- Knowledge of and ability to interpret and apply relevant regulations, internal policies, procedures, etc.;
- Fully conversant with MS Office software (Outlook, Word, Excel, and PowerPoint) including data management software i.e. SharePoint; and
- Excellent communication and writing skills in English.

The following will be considered as assets:

- Familiarity with Airport or airline operations;
- Experience working in an emergency operations center;
- Experience in public education programs; and
- Bilingualism (English and French).

Candidates must be in possession of a valid driver's licence (Class G or equivalent) along with a driver's abstract (issued within the last month) and must successfully complete a security clearance check for an Airport Restricted Area Identification Card (RAIC) and successfully obtain an Airport Vehicle Operator's Permit (AVOP-D/A) and a Restricted Radiotelephone Operator's certificate within ninety (90) days of their appointment to this position.

Interested candidates should forward their résumé by November 23, 2018, to work4us@yow.ca.

We thank all applicants; however only those selected for an interview will be contacted.

The Ottawa Airport Authority is committed to the principles of Employment Equity and to achieving a workforce that is representative of the diversity of the Canadian population. We strongly encourage candidates to self-identify if they are a person with a disability, an Aboriginal person or a member of a visible minority group.

