



## Risk and Emergency Manager *Regular Full Time (Exempt)*

One of BC's Top Employers, the City of Coquitlam is the sixth largest city in BC, home to more than 150,000 residents. Our municipality continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre.

The City has an exciting opportunity to add an experienced Risk and Emergency Manager to lead and develop integrated risk management functions on behalf of the City. Reporting to the Director Legal and Bylaw Enforcement, the Risk and Emergency Manager is responsible for the City's integrated risk management functions and services, including: risk financing and insurance; claims management; business continuity planning support; and emergency planning and preparedness. The position works closely with staff from all City departments, including General Managers and other senior staff on the City's executive team, to support the coordination of internal and external risk management initiatives that align with Council's strategic and business plans. The Risk and Emergency Manager oversees the preparation, maintenance and implementation of the City's emergency and disaster response plans and is a lead member of the City's Emergency Operations Centre response team in the event of a major emergency or disaster. The position manages a small team comprised of a full time coordinator and a part time program assistant, as well as a roster of emergency preparedness volunteers. The job description of the coordinator position reporting to the Manager will be dependent upon the skill set of the successful applicant.

The successful applicant will have the education, experience and ability to work independently at a professional level with discretion and demonstrated business and political acumen. Superior interpersonal skills and the ability to effectively communicate and negotiate with different stakeholders in both collaborative and adversarial settings, sometimes under significant time or resource constraints, is essential. While the position primarily works core business hours, occasional attendance at community information sessions and site inspections in the evening or on statutory holidays or weekends is expected, and the position must be available to be on call in the event the Emergency Operations Centre is activated.

Applicants should possess a post-secondary degree in Business Administration, Public Administration, Public Safety or Emergency Management, preferably with an insurance and/or risk management designation (e.g. FCIP, or CIP and CRM). Education should be supplemented with at least five years in progressive related experience in risk and/or emergency management. Proven supervisory or management experience in a local government or other public sector setting is essential. An equivalent combination of education and experience may be considered.

Other Requirements include:

- Some experience in or familiarity with all of the following: risk financing and liability and property insurance; claims management; business continuity planning; and emergency planning and preparedness; AND significant experience and expertise in at least two of the four areas
- Proficiency in math and financial analysis
- Clear and logical business writing skills
- Strong public presentation skills
- Experience managing budgets in a public sector setting
- Excellent problem solving and conflict resolution abilities

The City offers a competitive salary and an excellent benefits package.

**Please apply online at [coquitlam.ca/jobs](https://coquitlam.ca/jobs)** with a cover letter and resume by 11:55 pm on October 13, 2020.

The City of Coquitlam is an Equal Opportunity Employer.  
We thank all applicants for their interest; however, only those selected for an interview will be contacted.