Job Title: SENIOR COORDINATOR EMERGENCY & BUS PLAN

Job ID: 4363
Job Category: Emergency, Fire, and Paramedic Service
Division & Section: Transportation Services Division, IT Strategic & Emergency Planning Unit
Work Location: Murray Yard - 64 Murray Road,
Job Type & Duration: 1 Permanent, Full-time
Salary: $95,596.80 - $112,320.00 Please note: The salary reflects 2019 rates
Shift Information: Monday to Friday 35 hours per week
Affiliation: Non-union
Number of Positions Open: 1

Major Responsibilities:

Reporting to the Director, IT Strategic and Emergency Planning Unit, the primary role of the Senior Coordinator Emergency & Business Planning is to develop, coordinate, implement and maintain the Division’s Emergency Management programs and strategies that comply with City’s emergency response, to enable a Transportation Division centralized, controlled and coordinated response to any emergency that threatens the social, physical and economic wellbeing of the City. In addition, this position provides vision and strategic direction to all of the IT Strategic and Emergency Planning staff by introducing and implementing sound business practices to advance the mission of Toronto Transportation. This position will be responsible for assisting in the division’s strategic planning, business planning, policy development, revenue management, business practices development and providing advice and support to the division.

- Responsible for complex administrative and technical work involving the development, coordination and direction of the Division’s Emergency Management and IT Systems programs
- Supports and coordinates the fundamental divisional emergency strategies of risk identification, mitigation, preparedness, response and recovery
- Responsible for the updating and distribution of relevant plans and documents, including mapping of all essential corporate resources
- In conjunction with other City coordinators, develops standardized methodologies and procedures regarding response protocols, call-out mechanisms, etc.
- Provides technical support, as required, to Divisional staff with respect to policy and procedures insuring effective utilization of the Divisional Emergency Operations Centre; provides logistical support as required
- Liaises with other coordinators and members of the Emergency Management Committee, ensuring coordination with Agencies, Boards and Commissions
- Plans, coordinates and evaluates Divisional training exercises to test emergency procedures in simulated conditions, in both table-top and operational level capacities
- Represents the Division on various committees comprising of senior personnel from all levels of government, industry and private organizations
- Provides leadership in identifying, implementing and supporting a “best practices” approach for the administration and management of Toronto Transportation
- Develops and promotes a strategic direction and vision to staff for policy development, revenue management, research and special projects
- Develops planning documents, sets objectives, monitors and prepares reports to address long term planning policy development and issues related to Transportation
- Assists the senior management team in re-engineering the administrative processes including the management of information and data
- Manages and directs the development and implementation of large-scale complex projects (including mobile computing), assigns research and analysis for the division and prepares comprehensive reports.
- Identifies new and emerging issues, trends, practices and directions in the business and industry marketplace affecting Toronto Transportation, and develops a strategy for assessing the potential impact of these changes on the organization.
- Investigates and prepares appropriate response to public, departmental and council enquires.
- Assists in the Division’s and Unit’s financial planning, control, performance measurement, and reporting are developed and in compliance with legislated and regulatory requirements and are in support of the division’s goals and objectives.
- Manages the development, maintenance, and implementation of internal management systems/controls to promote cost-effective solutions to the division’s core businesses including mobile computing.
- Develops, implements and monitors models to be used for: business planning, strategic planning, best practices, continuous improvement, performance measurements, benchmarking, business process re-engineering, service level agreements, activity based costing, evaluation mechanisms, competitive assessments, program reviews, resource requirements and training requirements (including brokering of resources).
- Supervises staff including recommending the selection of new employees, granting merit increases, evaluating performance, assigning work, and effectively handles human and labour relations issues.
- Manages, motivates and trains the unit’s staff, ensuring effective teamwork, high standards of work quality and organizational performance, continuous learning and encourage innovation in others.

**Key Qualifications:**

1. Extensive management experience in the key functional areas of this position and a general understanding of the technical and operational issues facing Toronto Transportation that includes: emergency planning, service delivery, policy development, strategic and business planning, financial and project management, performance measurement and development of best practices.
2. Postsecondary education in a discipline pertinent to the job function combined with relevant training and experience or equivalent combination of education and experience.
3. Experience in the concepts of emergency management practice and policy including risk assessment, mitigation, business recovery and continuity of government operations.
4. Experience in preparing comprehensive reports and the application of relevant information to support policy analysis and decision making.
5. Experience in the management of project teams, and the ability to handle multiple tasks concurrently and operate as a fully accountable program.
6. Highly developed human relations, written and oral communication, negotiation, conflict resolution, analytical, problem solving, and interpersonal skills with the ability to interact and communicate effectively with all levels of the organization and to forge solid internal and external relationships.
7. Sound knowledge of municipal organization and operations, outside agencies and private organizations that could provide support during a major emergency.
8. Ability to prepare and present comprehensive plans and reports.
9. Able to meet and deal tactfully with the public, and maintain good working relationships with civic officials.
10. Ability to work effectively with colleagues, provincial officials, consultants, solicitors, and other internal and external clients.
11. An effective decision maker that promotes and fosters teamwork with the ability to manage change effectively.
12. Ability to function effectively in a service oriented, politically sensitive environment and to balance the needs of the organization, and customers against available resources.
13. Ability to apply innovative business management practices and principles in a municipal environment.
14. Ability to work weekends, evenings, and be on call/standby as required.

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Accommodation

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To apply please follow this link: https://jobs.toronto.ca/jobsatcity/job/Toronto-SENIOR-COORDINATOR-EMERGENCY-&-BUS-PLAN-ON-M5V-3C6/539248017/?locale=en_US