



## Job Specification

**Position Title:** REGIONAL ADVISOR

**Job Code:** MCP - General Administration AM-18, AGA18

**Job ID:** 12164

**Purpose of Position:**

To support the Ministry in the regional delivery, implementation and management of Emergency Response, Business Continuity Planning and Labour Disruption Contingency Planning.

**Duties/Responsibilities:**

Under the general direction of the Manager, Business Continuity & Emergency Management and Lead, Business Continuity Management, this position will support the development and lead the regional implementation of emergency response, business continuity and labour disruption contingency programs and planning within an assigned region. A Regional Advisor position will be based in each of the seven Court Services Division administrative regions, reporting to MAG Business Continuity & Emergency Management (BCEM) and serving/supporting Ministry management and staff from regional programs including Courts, Criminal Law, Victim Services, Ontario Public Guardian & Trustee. The position includes the following major responsibilities: <br>

1. Coordinate Emergency Response, Business Continuity and Labour Disruption Contingency programs and planning for the assigned region. Provide regional input during the development phases and lead the implementation of corporate initiatives within the assigned region:

o Under the direction of the Project Lead, IBCP and guided by the two-year project/strategic plan, oversee the implementation, completion and training/exercising of Integrated Business Continuity Plans for Court-based Operations in base/satellite court locations including the implementation of supports/annexes (e.g. accommodations planning including identification of alternate service delivery locations, staffing strategies, operational checklists, etc.).

o Implement the delivery of related assessments (e.g. business impact analysis, hazard identification and threat/risk assessments) planning (e.g. business continuity, building response and recovery, labour disruption), training (e.g. incident management, business continuity awareness, pandemic awareness, etc.) and exercise (e.g. local site exercises, local participation in corporate exercises) programs.

o Under the direction of the Project Lead, Pandemic Planning, implement pandemic planning and training/awareness initiatives (e.g. infection prevention/control, personal protective equipment, identification of priority positions, etc.).

o Coordinates regional labour disruption contingency planning.

2. Provide support to the Ministry in its program and standards analysis, monitoring and evaluation of the Emergency Response and Business Continuity Planning program through evaluating and analyzing program performance and providing regular program updates and/or recommendations to the BCEM.

3. Foster effective working relationships and maintain linkages with respective MAG Regional Advisor counterparts, local management and staff, emergency management staff of other ministries (e.g. MCSSS, MCSS/MCYS) and Justice partner/stakeholder groups (e.g. regional/local judiciary) to support the above activities and ensure an integrated approach to business continuity and emergency management.

4. Support the Ministry's response and recovery efforts during an emergency as directed.

**Knowledge:**

Understanding of related concepts including risk assessment and management, business continuity and emergency management planning, human resources and employee relations, incident management and response. Knowledge of related legislation including the Emergency Management & Civil Protection Act and its Regulations, Fire Code, Occupational Health and Safety Act, etc. Knowledge of related OPS policy, standards and directives including the Emergency Management and Security Directive, the Business Continuity Planning Operating Policy, etc. Sound knowledge of applicable Ministry program plan commitments. Knowledge of Ministry programs and their delivery mechanisms, policies and procedures. A good understanding of divisional decision making processes and accountability structure, programs, and projects. <br>

The ability to manage projects. Strong analytical, evaluation and problem solving skills to develop and recommend resolutions to complex problems and contentious issues. Strong consultation, issue management, negotiation, facilitation, networking and relationship building skills to bring together stakeholders/clients, generate effective products or partnerships and obtain consensus.

Advanced written and oral communication skills to prepare and present reports, papers and briefing material. Ability to facilitate the work of small groups and to develop and deliver presentations. Advanced ability with MS Office products. Working knowledge of related computer applications e.g. project management software, databases, spreadsheets. Ability to work in an independent and self-directed manner and as a member of a team under pressure to meet deadlines.

**Judgement:**

The position works under the general direction of the Manager, Business Continuity & Emergency Management and Lead, Business Continuity Management within the overall framework of the Emergency Management & Civil Protection Act (EMCPA), ministry and government policy/direction and relevant emergency management practices, procedures, relevant acts, regulations and collective agreements. Judgment is exercised in coordination of emergency management activities during an actual emergency under the direction of the Ministry Action Group. <br>

Sound judgement is required in assessing the impact of proposed initiatives and/or program changes on client groups, Ministry and/or agency staff, maintaining the balance between the preservation of confidential information and appropriate information sharing; and in deciding on the suitable response to issues/questions arising, in a highly sensitive and political environment.

Tact and judgement are required to ensure that appropriate information on the purpose, methods and outcomes of existing program and new initiatives are clearly communicated within the Ministry, and that issues are identified and resolved.

**Accountability - Programs:**

This position is responsible for the regional planning, exercising and training within the assigned Region.

**Accountability - Finance & Material:**

Responsible for business continuity and emergency management planning within the assigned Region.

**Accountability - Impact of Errors:**

Poor emergency response/business continuity planning could result in unnecessary risk and loss to human health, life and safety and an inability to provide critical services. Poor emergency response and recovery could result in threats to public safety and decreased public confidence in government and criticism of the Minister who is responsible under the EMCPA for the Business Continuity & Emergency Management Program.

**Contact - Internal:**

Position has frequent contact with local management and staff to implement business continuity and emergency management planning, including to advise, orient and train on emergency management within the assigned Region. Ministry Strategic Business Unit and HROntario staff to support emergency management and labour disruption planning.

**Contact - External:**

Position will have contact with key justice sector stakeholders including the judiciary and other justice jurisdictions as well as provincial organizations, delivery agents and other ministries to participate in inter-ministerial emergency management projects, provide information or develop partnerships.