

**TITLE:** MANAGER, POLICY AND LEGISLATION

**CLASSIFICATION:** MANAGEMENT BAND 3

**MINISTRY:** MINISTRY OF EMERGENCY MANAGEMENT AND CLIMATE READINESS

**WORK UNIT:** Policy, Legislation and Engagement

**SUPERVISOR TITLE:** DIRECTOR, POLICY AND LEGISLATION

**SUPERVISOR POSITION #:** 00110774

## CONTEXT

The Ministry of Emergency Management and Climate Readiness (EMCR) is responsible for the design, development, readiness and delivery of provincial-level emergency management within the British Columbia emergency management structure.

EMCR provides leadership to minimize loss of life and reduce suffering, protect public health, infrastructure, property and the environment, and reduce economic and social impacts to the province from emergencies and disasters such as floods, interface fires, earthquakes, landslides and severe storms. EMCR works directly with local governments, provincial ministries and agencies, federal departments, other jurisdictions, industry and volunteers in prevention, preparedness, response and recovery. EMCR administers the *Emergency Program Act* and Regulations, the Disaster Financial Assistance (DFA) Agreement and manages the Public Safety Lifeline Volunteer Service Programs.

## JOB OVERVIEW

Reporting to the Director, the Manager of Policy and Legislation provides leadership and direction regarding the management and development of complex policy and legislation projects in response to initiatives and priorities of government and EMCR. The manager leads and manages project teams, consultations with stakeholders within and outside government, and supports decision-making processes to ensure the branch's strategic and policy initiatives are successful. The position also supervises the response to issues related to the branch's mandate and legislation. These issues and initiatives may have significant impact on stakeholders and/or have political sensitivity.

The position provides strategic direction to all other EMCR staff regarding the understanding of *Emergency Program Act*, legislation and policy including developing and implementing new policies.

During provincial emergencies, the position may act in a lead position, such as the Director, Deputy Director or any senior management position within the Provincial Emergency Coordination Centre (PECC) or one of the six Provincial Regional Emergency Operation Centres (PREOCs) in the province.

## POSITION LINKS

Executive and other senior ministry staff – acts as lead on legislative and regulatory changes to the *Emergency Program Act* and supporting regulations.

Officials and senior staff within the provincial government – resolve issues and coordinate activities to meet government objectives and responds to requests for information regarding emergency preparedness issues.

Senior representatives of government and private sector corporations and associations – facilitate and support multi-disciplinary emergency management projects that will benefit the population as a whole.

Local government and the general public – promote support for emergency preparedness and mitigation activities.

## ACCOUNTABILITIES

- Leads complex policy analyses and research and manages short and long-term projects. Develops policy strategies consistent with the objectives and priorities of government.
- Leads the development and revision of legislative policy including Requests for Legislation, Cabinet Submissions, Treasury Board Submissions, issue papers and briefing materials and functions as the senior manager in directing the interpretation and implementation of emergency management legislation.
- Advises senior ministry and program staff of the interpretation and application of legislation, including the *Emergency Program Act* and the supporting regulations.
- Provides strategic policy and legislative advice for emergency management training, public education initiatives and emergency preparedness, response and recovery operations.
- Ensures strategic and operational alignment of EMBC legislation with provincial and federation legislation.
- Develops and maintains partnerships with external stakeholders to achieve legislation and policy objectives. Represents EMBC at stakeholder meetings and working groups.
- Leads or oversees consultations with other ministries, other levels of government, industry clients and associations, First Nations and community representatives to keep apprised of the stakeholder interests towards the development of new policies or legislation.
- Conducts periodic reviews of revisions to external agency plans and protocols. Oversees the provision of expertise and advice to other ministries and agencies to ensure that the agency emergency plans and procedures are coordinated and consistent with overall emergency management legislation and policy. Facilitates cross-government collaboration and consultation in emergency preparedness activities.
- Directs the management of contractors for policy and legislation initiatives. Oversees the contracting processes and administration to ensure adherence to government protocols and standards.
- Supervises staff, including assigning work, developing and evaluating performance plans, approving leave, responding to grievances and initiating disciplinary processes.

## JOB REQUIREMENTS

### EDUCATION & EXPERIENCE:

- Bachelor's degree in a related field (such as business administration, public administration, public policy, law, emergency management, etc.) and three (3) years related experience; **OR**
- An equivalent combination of education and experience may be considered.
- Related experience must include three (3) years in each of the following:
  - Experience developing legislation, regulations, or policy.
  - Program/project leadership and/or management/supervisory experience: establishing priorities, creatively resolving conflict/issues involving multiple interests, working effectively with multiple stakeholders.
  - Experience analyzing complex information from multiple sources and making recommendations for new directions or policies.
  - Experience preparing concise senior-level briefings, submission documents, background material, decision papers, reports and correspondence on a variety of issues for review by others.

### Preference may be given to applicants with any of the following:

- Experience developing drafting instructions or working with Legislative Counsel.

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- Experience working closely with Indigenous partners on the development of policy, legislation, or regulations.

**Candidates must be able and willing to:**

- Work on-call and extended hours during emergency activations.
- Work operational deployments across the province.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Extensive knowledge of policy development and legislative processes.
- Knowledge of government contract management processes.
- Ability to effectively conduct meetings and resolve conflicts.
- Ability to analyze problems independently and make decisions during high stress situations.
- Ability to be flexible, work in a time-sensitive, highly responsive environment with shifting deadlines and priorities
- Ability to create and maintain a collaborative, motivating and positive work environment.
- Proven ability to positively lead diverse teams of people and communicate effectively.
- Strong written, verbal and presentation skills.
- Strong strategic planning and project management skills with record of completion of task.

**PROVISO**

- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRRA) check, and/or enhanced security screening checks as required by the ministry

**BEHAVIOURAL COMPETENCIES**

- **Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation, and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information
- **Conceptual Thinking** is the ability to identify patterns or connections between situations that are not obviously related, and to identify key or underlying issues in complex situations. It includes using creative, conceptual or inductive reasoning or thought processes that are not necessarily categorized by linear thinking.
- **Strategic Orientation** is the ability to link long-range visions and concepts to daily work, ranging from a simple understanding to a sophisticated awareness of the impact of the world at large on strategies and on choices.
- **Problem Solving and Judgment** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- **Leadership** implies a desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority. The "team" here should be understood broadly as any group with which the person interacts regularly.
- **Building Strategic Alliances** involves knowledge and skills to engage in internal and external stakeholder analysis and to negotiate agreements and alliances based on a full understanding of power and politics.
- **Teamwork and Cooperation** - the ability to work co-operatively and constructively within diverse teams, work groups and across the organization to achieve group and organizational goals.
- **Results Orientation** - a concern for surpassing a standard of excellence. The standard may be one's own past

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performance; an objective measure; challenging goals that one has set; or improving what has already been done.

- **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview and the culture of the BC Public Service, and to notice their commonalities and distinctions with Indigenous cultures and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.
- **Self-discovery and awareness** means understanding one's thoughts, feelings, values and background and how they impact the success of the interaction and relationship, or how they may influence one's work. It is recognizing one's own biases by tracing them to their origins, through reflection and by noticing one's own behaviour—and then intentionally seeking a way forward that positively impacts the interaction and relationship. It means maintaining new ways of thinking and acting when situations become difficult or uncertain, or in times of urgency.

For more information about behavioural interviews, competency definitions, and to watch interview videos please visit: [Competencies in the BC Public Service](#)