

## Position Identification

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|-------------------------------|------------------------------------------------------|----------------------------------|---------------|
| <b>Position Title</b>         | Emergency Management Specialist                      |                                  |               |
| <b>Position Replaces</b>      | Corporate Investigator, Emergency Management         |                                  |               |
| <b>Position Level</b>         | Employee                                             | <b>Position Code</b>             | 1935          |
| <b>Pay Band</b>               | Exempt Band 4                                        | <b>Revision Date</b>             | Oct-25        |
| <b>Supervisor Title</b>       | Manager, Corporate Security and Emergency Management | <b>Sup. Position Code</b>        | 1084          |
| <b>Additional Requirement</b> | CRC                                                  | N/A                              |               |
| <b>Exclusion Rationale</b>    | On File                                              | <b>Flexible Work Arrangement</b> | Flexible Work |
| <b>Division</b>               | Operations                                           |                                  |               |

## Organizational Description

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

**Our Mission:** Delivering transportation services, you can rely on

## Department Summary

Safety, Security, and Emergency Management is responsible for the overall safety and security of BC Transit, including Corporate Security, Occupational Health & Safety, Safety Policy, Business Continuity and Emergency Management. The department has direct oversight of the Victoria Regional Transit System (VRTS) and oversees the regional delivery of these programs.

The Corporate Security and Emergency Management team is responsible for BC Transit's corporate security programs to support a safe and secure provincial transit system.

## Job Overview

Reporting to the Manager, Corporate Security and Emergency Management, the Emergency Management Specialist is responsible for supporting the development, implementation, and maintenance of BC Transit's emergency management and business continuity programs. The Specialist provides technical expertise, facilitates preparedness activities, and exercises, and collaborates with internal and external partners to ensure organizational readiness, coordinated response, and rapid recovery from emergencies and service disruptions, including labour disruptions. This role helps to strengthen resilience across BC Transit's operations, ensuring safe, reliable service for customers and communities provincewide.

## Key Accountabilities and Expectations

| Key Accountability          | Expectation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <b>Emergency Management</b> | <ul style="list-style-type: none"> <li>• Support the manager in developing and delivering consolidated, integrated organizational emergency management strategies, plans, and systems to ensure BC Transit's readiness to safeguard people, property, and services during and after emergencies or disasters</li> <li>• Develop, implement, evaluate, and maintain emergency management programs, procedures, and plans, including departmental protocols, standard operating procedures, and tactical level response plan, ensuring alignment with best practices and emerging risks</li> <li>• Lead the design and delivery of emergency preparedness training and awareness programs for staff, including the Incident Command System (ICS) and Emergency Operations Centre (EOC) functions.</li> <li>• Plan, coordinate, and conduct emergency management and business continuity exercises ranging from tabletop to complex full-scale scenarios, including labour disruption exercise, engaging multi-agency stakeholders where appropriate</li> <li>• Provide operational support to BC Transit's EOC during planned and unplanned emergency events, ensuring effective coordination and communication</li> <li>• Maintain emergency management resources and assets, such as EOC facilities, communications equipment, operational templates, and response plans</li> <li>• Consult with external partners (local authorities, first responders, First Nations communities and provincial agencies) to harmonize emergency response and recovery strategies and strengthen collaborative relationships</li> <li>• Prepare and deliver presentations, reports, workshops, and training materials in support of the Emergency Management Program and Business Continuity Programs</li> <li>• Provide regular updates and recommendations to the department Manager on emerging risks, program requirements, and priorities</li> <li>• Represent BC Transit by participating in a variety of local, regional, provincial, federal, and international stakeholder working groups and committees</li> <li>• Work closely with Regional Operations Managers and Government Relations Managers providing guidance and support for Emergency Management planning throughout the province, including directly collaborating with Operating Companies and local municipalities</li> </ul> |

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| <b>Business Continuity</b> | <ul style="list-style-type: none"> <li>• Support the Manager in developing and maintaining BC Transit's Business Continuity Program to ensure the organization can continue delivering critical services during and after disruptions, including natural disasters, labour disruptions, cyber incidents, and other emergencies</li> <li>• Work independently at the VP, Director, and Manager level to develop, assess, and implement Business Continuity plans and exercises</li> <li>• Develop, implement, evaluate, and maintain business continuity policies, protocols, and departmental continuity plans, ensuring alignment with corporate objectives, legislative requirements, and industry best practices</li> <li>• Lead the facilitation of business impact analyses (BIAs) and risk assessments to identify critical functions, interdependencies, and recovery priorities across the organization</li> <li>• Plan, coordinate, and conduct business continuity exercises, including scenario-based tabletop and simulation exercises, with an emphasis on labour disruption preparedness and recovery planning</li> <li>• Provide subject matter expertise and guidance to departments on developing and updating their business continuity strategies, ensuring consistency and integration across BC Transit</li> <li>• Maintain business continuity resources, tools, and documentation, including recovery playbooks, communication protocols, and continuity templates</li> <li>• Collaborate across the organization to integrate continuity planning into strategies and ensure resiliency against evolving risks</li> <li>• Support the activation of business continuity plans during disruptions, assisting the Manager and response teams with recovery coordination and performance tracking</li> <li>• Develop and deliver business continuity training, awareness, and orientation sessions for staff at all levels</li> <li>• Monitor industry trends, regulatory requirements, and lessons learned from exercises and events, recommending enhancements to strengthen BC Transit's continuity posture</li> </ul> |
| <b>Additional Duties</b>   | <ul style="list-style-type: none"> <li>• Researches and tracks provincial, national, and sector-specific trends, standards, and regulations to support program alignment with best practices.</li> <li>• Contributes to the development of training and awareness programs to promote a culture of preparedness and resilience across the organization.</li> <li>• Assists in after-action reviews following incidents, drills, and exercises, ensuring lessons learned are documented and shared.</li> <li>• Performs related duties in keeping with the purpose and accountabilities of the job</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| Summary of Qualifications and Job Specific Competencies |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <b>Education</b>                                        | <ul style="list-style-type: none"> <li>• Post secondary degree or diploma in Emergency Management, business continuity or related field</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Experience</b>                                       | <ul style="list-style-type: none"> <li>• Four (4) years of progressive experience supporting the development and implementation of emergency management programs, procedures, and response plans</li> <li>• Experience in the development and delivery of emergency exercises and training; knowledge of the incident command system (ICS) is an asset</li> <li>• Experience supporting business continuity planning, including business impact analyses and continuity exercises, is considered an asset</li> <li>• Knowledge of the federal, provincial, and local emergency response organizations operating within BC, and ability to collaborate effectively with external stakeholders and partners</li> <li>• An equivalent combination of education and experience may be considered</li> </ul> |
| <b>Key job-specific competencies</b>                    | <ul style="list-style-type: none"> <li>• Strong written and verbal communication skills, with the ability to prepare reports, facilitate training, and contribute to situational awareness during emergencies</li> <li>• Ability to analyze risks, assess impacts, and contribute to mitigation strategies and continuity planning</li> <li>• Strong organizational and coordination skills with the ability to work under pressure and support decision-making in high-stress environments</li> <li>• Effective written and verbal communication skills for reporting, briefings, and coordination with internal teams and external partners</li> <li>• Analytical skills to assess operational challenges and support decision-making in high-pressure situations</li> </ul>                          |
| <b>Willingness Statement</b>                            | <ul style="list-style-type: none"> <li>• Regular travel will be required to attend various BC Transit facilities or work with provincial, municipal, and other government partners throughout the province</li> <li>• This position may be required to work a variety of hours dependant on operational needs</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |