



Municipality of Pictou County

Department of Emergency Management & Public Safety

Job Posting

Position Title: Assistant Director of Emergency Management & Public Safety

Status: Full-Time, Management

Reporting To: Director of Emergency Management & Public Safety

Salary Range: \$75,000 – \$90,000 (commensurate with qualifications and experience)

Location: Pictou County, Nova Scotia

Position Summary

The Municipality of Pictou County is seeking a qualified and motivated professional to fill the position of Assistant Director of Emergency Management & Public Safety. This middle management role supports the Director in the leadership, coordination, and delivery of the municipal and regional emergency management program in accordance with Nova Scotia Emergency Management legislation, regulations, and standards.

The Assistant Director plays a key role in emergency planning, operational readiness, training and exercises, emergency response coordination, recovery, public awareness, and inter-agency liaison. The position requires availability for emergency activations and participation in an on-call rotation.

Key Responsibilities

Leadership, Governance, and Program Compliance

- Support the Director in ensuring compliance with the Nova Scotia Emergency Management Act, regulations, and provincial standards.
- Assist with the preparation, review, and submission of Emergency Management Program documentation to the province as required.
- Contribute to semi-annual and annual reporting to municipal leadership, including policy recommendations and program performance updates.
- Participate in provincial, regional, and inter-municipal emergency management committees and working groups.
- Assist the Director in the operations of staff within the Department of Emergency Management & Public Safety.

Emergency Planning and Coordination

- Assist in the development, review, and annual maintenance of the Regional Emergency Management Program.
- Coordinate the review and updating of emergency sub-plans, including evacuation, communications, and hazard-specific plans.
- Support the completion and maintenance of Threat and Hazard Identification and Risk Assessments (THIRA).
- Assist with the development, review, and maintenance of Mutual Aid Agreements and Memoranda of Understanding with partner agencies.

Emergency Operations and Response

- *Support emergency activations and coordinate operational functions during incidents and emergencies.*
- *Assist in maintaining the readiness and operational standards of the Emergency Coordination Centre (ECC).*
- *Ensure emergency incidents are documented and post-incident reporting requirements are completed within established timelines.*
- *Participate in or lead regional emergency activations as assigned.*

Training, Exercises, and Evaluation

- *Assist in the development and delivery of a comprehensive emergency management training and exercise program.*
- *Support the planning and execution of tabletop, functional, and full-scale exercises.*
- *Ensure compliance with provincial emergency management training standards for staff and volunteers.*
- *Prepare or assist with After-Action Reports (AARs) and Improvement Plans (IPs) following exercises and incidents.*

Public Awareness and Communication

- *Support public education and outreach initiatives related to emergency preparedness and resilience.*
- *Assist in maintaining public alerting and emergency communication systems.*
- *Support the development, testing, and annual review of emergency communication procedures.*
- *Act as a designated or alternate public alert issuer, as required.*

Recovery and Mitigation

- *Assist with post-incident impact assessments and recovery coordination.*
- *Support the preparation and submission of Disaster Financial Assistance (DFA) applications.*
- *Contribute to mitigation, risk reduction, and climate adaptation initiatives within emergency planning documents.*
- *Assist in identifying and pursuing funding opportunities related to emergency management improvements.*

Business Continuity and Administration

- *Support the development, review, and maintenance of municipal and regional business continuity plans.*
- *Assist municipalities in identifying critical services and ensuring continuity plans are updated.*
- *Maintain accurate administrative records, reports, and documentation related to emergency management activities.*

Inter-Municipal and Provincial Liaison

- *Serve as a key liaison with Emergency Management Nova Scotia and regional partners, as delegated by the Director.*
- *Assist with coordination and information-sharing among municipalities, agencies, and stakeholders.*
- *Participate in regular meetings and briefings with provincial and regional emergency management representatives.*

Availability and Operational Readiness

- *Participate in an on-call rotation and respond to emergency activations within required timeframes.*
- *Maintain operational readiness of response equipment and emergency management facilities.*
- *Support readiness assessments and checklists for emergency management systems and infrastructure.*

Qualifications and Experience

- Post-secondary education in Emergency Management, Public Safety, Public Administration, or a related field; or an equivalent combination of education and experience.
- Demonstrated experience in emergency management planning, operations, or a related public safety discipline.
- Knowledge of the Nova Scotia Emergency Management Act, regulations, and provincial emergency management standards.
- Experience supporting emergency operations, training, exercises, and emergency response coordination.
- Strong organizational, analytical, and report-writing skills.
- Demonstrated ability to work collaboratively with municipal staff, elected officials, emergency services, and external partners.
- Ability to work under pressure and manage competing priorities during emergency events.

Assets

- Completion of Incident Command System (ICS) training.
- Experience working within a municipal or regional emergency management organization.
- Experience with emergency coordination centers, public alerting systems, or disaster recovery programs.
- Familiarity with business continuity planning and climate adaptation initiatives.

Additional Requirements

- Valid Class 5 Driver's License.
- Ability to work evenings, weekends, and respond to emergency situations as required.
- Successful completion of a criminal record check.

How to Apply

Interested candidates are invited to submit a resume and cover letter no later than **January 30th, 2026**, outlining their qualifications and experience to:

*Evan Hale
Director of Emergency Management & Public Safety
Municipality of Pictou County
Evan.hale@munpict.ca*

By mail, or in person:

46 Municipal Drive, Pictou
Nova Scotia, B0K 1H0
PO Box 910
Attn: Evan Hale

It is the policy of the Municipality of Pictou County to prohibit discrimination of any type and to afford equal employment opportunities to applicants without regard to gender, race, color, religion, sexual orientation, national origin, age, disability, or veteran status