

REGIONAL MUNICIPALITY OF WOOD BUFFALO

Job Description: Team Leader, Wood Buffalo Recovery Task Force

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| Division/Department: Wood Buffalo Recovery Committee |
| Title: <i>Team Leader</i> , Wood Buffalo Recovery Task Force |
| Reports to: Wood Buffalo Recovery Committee |
| GENERAL DESCRIPTION |
| <p>Under the direction of the 9-member Wood Buffalo Recovery Committee ("WBRC," a Committee of RMWB Council); the <i>Team Leader</i> of the Recovery Task Force will have overall operational authority and responsibility to lead a multi-faceted team dedicated to the recovery of Wood Buffalo from the May-June 2016 Forest Fires. This Task Force is expected to remain in place for 3 years, with the possibility of extension.</p> <p>Primary responsibilities of this position include:</p> <p>Leadership, Planning, and Implementation: Will work with the WBRC to execute and improve the overall Strategic Plan, including Critical Success Factors with Outcomes, Measures of Success, and Key Timelines.</p> <p>The Team Leader will have responsibility to hire, organize and performance manage the workforce under his/her authority including Communications, Engineering, Policy & Programming and Community interface staff.</p> <p>Management, Financial, and Administrative: Ensure the Task Force Team is functioning as an effective and collaborative partner within the larger RMWB context. Work with the RMWB CAO to ensure integrated services and initiatives work effectively and in a timely manner to meet the needs of community members.</p> <p>The Team Leader will develop for approval by the WBRC, a business plan and budget, and then work towards its implementation and make adjustments to accommodate changes yet stay within budgets established.</p> <p>Departmental Development: Initiates, develops, and adjusts departmental resource requirements, goals, and objectives to create a blueprint and cohesion in achieving its goals. Consults with and coaches the managers reporting to this position.</p> <p>Other General Duties include:</p> <ul style="list-style-type: none"> • Ensure timely and responsive services to residents, indigenous people, business owners, industry and the social sector throughout Wood Buffalo to assist in their own recovery efforts, as well as asserting unique service requirements and initiatives that might be required by different neighbourhoods. Major initiatives envisaged include addressing: <ul style="list-style-type: none"> ▪ People – health, safety, education and recreation ▪ Economic – Economic development, community-based service provision (medical, retail, etc.) ▪ Environmental – stewardship of environment, waste management, contamination remediation ▪ Reconstruction & Mitigation – housing, re-entry into communities, hazard removal/containment; municipal capital asset & infrastructure ▪ Stakeholder co-ordination – NGO's, businesses, Indigenous, neighbouring communities • Work closely with all levels of government. • Work closely with other Wood Buffalo recovery organizations. • Prepare reports and recommendations and raise red-flag issues to the WBRC as might be requested and needed for its accountability to Council and community. |
| SKILLS REQUIREMENTS |
| <p>Candidates need to show evidence of the following:</p> <ul style="list-style-type: none"> • Experience in introducing transformational change in a highly complex situation. • Excellent communication, interpersonal, leadership, problem-solving, negotiation, facilitation, and mediation skills. • Ability to empower people, strong organizational skills, and use of innovative approaches in situations involving rapid change, shifting priorities, and simultaneous demands. • High emotional intelligence capacity including the ability to deal effectively with ambiguity, remain calm and neutral in conflict situations. • Proven ability to establish and maintain effective working relationships with managers, employees, leaders, and external contacts and interacts in a manner that builds trust, credibility, and rapport. • Demonstrated financial management and background in a computerized environment. |

- Demonstrated ability to work under own initiative and make sound decisions, sometimes under stressful conditions.
- Demonstrated understanding of municipal processes and procedures and strategic and business direction.

WORK EXPERIENCE REQUIREMENTS

Minimum of twenty (20) years' managerial experience, including significant experience with management of large scale and complex projects.

Experience in or knowledge of public sector/municipal/agency environment.

Experience in disaster response/recovery considered an asset.

Experience working in a private/public sector environment with unionized and non-unionized employees considered an asset.

EDUCATION REQUIREMENTS

Degree in Public Administration, Business Administration, Engineering or related discipline.

Project Management Professional (PMP) Designation considered an asset.

An equivalent combination of education and experience may be considered.

SAFETY

As an employee/contractor of the Regional Municipality of Wood Buffalo, the incumbent is responsible and accountable for knowing and working in accordance with the Health and Safety Directive. As per section 2 of the Occupational Health and Safety Act, the incumbent shall ensure while in the employ of the Regional Municipality of Wood Buffalo the health and safety of employees, contractors and the public.

This position is employed in a senior management capacity. As such the employee is required to have or obtain additional safety training in accordance with municipal procedures and directives.

PHYSICAL/ VISUAL/AUDITORY DEMANDS, WORKING CONDITIONS, & OPERATOR'S LICENSE REQUIREMENTS

Due to the physical requirements of some positions, a Physical Demands Analysis (PDA) may be required.

Is a fitness for duty declaration required?

☐ Yes, must be medically and physically fit to perform all of the duties of this position on an ongoing basis. ☒ No

Is auditory baseline testing required?

☐ Yes ☒ No

Working Conditions:

☐ Yes, must be willing to work outside in all weather conditions. ☒ No

☐ Yes, may be required to work in unsanitary conditions. ☒ No

If yes, immunizations are strongly recommended.

Operator's License Requirements:

☐ Class 1, 2, 3, 4

Valid Alberta class Operator's license is required (A clean driving abstract is preferred).

☒ Class 5

Valid Alberta Class five (5) operators license is required as incumbent may be required to operate a personal or municipal vehicle for business use.

☐ Q-endorsement

'Q' – Endorsement (Air Brakes) is required.

APPROVAL

Chair, HR Committee
Wood Buffalo Recovery Committee

Human Resources

Creation Date: September 1, 2016

Revision Date: