

EMPLOYMENT OPPORTUNITY NOTICE EO16-589

THE CITY OF GREATER SUDBURY

requires an

EXECUTIVE DEPUTY CHIEF OF FIRE AND PARAMEDIC SERVICES REPORTING LOCATION: LIONEL E. LALONDE CENTRE

PERMANENT POSITION

START DATE TO FOLLOW SELECTION PROCESS

The Emergency Services Department of the City of Greater Sudbury requires an Executive Deputy Chief of Fire and Paramedic Services. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$4,402.49 to \$5,184.43 bi-weekly (subject to review).

QUALIFICATIONS:

EDUCATION AND TRAINING:

A University degree in Business Administration, Commerce, Public Sector Management or related field from a recognized University with Canadian accreditation.

EXPERIENCE:

A minimum of eight (8) years of experience at a senior management level in a large, unionized or highly diversified public or private sector organization, including a minimum of four (4) years of progressively responsible work experience in roles related to the provision and management of fire and/or paramedic services.

KNOWLEDGE OF:

Firefighting and prevention and/or emergency and paramedic service techniques, trends and solutions, including all relevant acts and legislation.

Demonstrate an understanding of the business implications of opportunities and decisions; and to implement successful business strategies to improve organizational performance.

ABILITIES TO:

Deal with significant public sector unions, including collective bargaining negotiations.

Prepare, effectively manage and execute operational and capital budgets and strategic plans.

Be unbiased and objective, developing and evaluating various alternatives, and considering the short and long-term impact of decisions on various individuals and groups.

Inspire others to work toward common goals through engagement and empowerment by providing inspiration, clarity and direction through a compelling vision of the future, which includes focusing teams on priorities, leading and supporting teams through change.

Build and maintain reciprocal, strategic relationships with networks or internal and external stakeholders in order to achieve the organization's objectives.

Establish appropriate levels of performance, responsibility and accountability for delivery of objectives and implementing appropriate controls to ensure compliance with policies, procedures and industry regulations.

**EMPLOYMENT OPPORTUNITY EO16-589
EXECUTIVE DEPUTY CHIEF OF FIRE AND PARAMEDIC SERVICES
(PERMANENT POSITION)**

Understand the business implications of decisions and link daily work to the organization's strategy, which includes the ability to take a long-term perspective on CGS, than delivers results today and well into the future. Create the appropriate learning climate and developing and managing talent, processes, systems and infrastructure.

Develop and maintain an emotional maturity that is anchored in; an accurate awareness of strengths and limitations; an understanding and management of emotions and the impact of behaviour on others; consistent behaviour that is congruent with personal and organizational values; resilience and confidence.

Focus attention on accomplishing key objectives and positive outcomes.

PERSONAL SUITABILITY:

Mental and physical fitness to perform essential job functions.

LANGUAGE:

Excellent use of English; verbally and in writing.

French verbal skills highly desirable; written skills an asset.

OTHER REQUIREMENTS:

May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's license, have an acceptable driving record, and personal insurance coverage.

MAIN FUNCTION:

This position is responsible to the Chief of Fire and Paramedic Services to assist in the complete management, direction and operation of the Emergency Services Department for the City of Greater Sudbury, in support of quality customer service outcomes and the Emergency Services Business Plan.

DUTIES:

UNDER THE GENERAL SUPERVISION OF THE CHIEF OF FIRE AND PARAMEDIC SERVICES:

1. Responsible to assist in the preparation and execution of an annual Emergency Services Business Plan covering all mandated services of the Department, in concert with the budgeting process. The plan will detail service goals, expected service/performance outputs, resource inputs required to achieve these outputs, and the performance measures used to assess the Department's performance against the goals.
2. Act as an Advisor to the CAO and Council on all matters related to emergency services policy, program development, construction and operation of programs within the Department's jurisdiction. Provide guidance and policy options in reaching decisions on emergency services policies and programs for the short and long-term benefit of CGS.
3. Co-Lead and direct the operation of the Fire Services, Emergency Medical Services, Emergency Management and the Lionel E. Lalonde Centre through senior managers and staff, in support of the Business Plan and in accordance with CGS Policy and the law.
4. Co-Lead, with the Chief of Fire and Paramedic Services, the development of departmental strategic plans and initiatives to achieve the current and anticipated future requirements of the Department.
5. Responsible to assist in directing the recruitment, deployment, development, and performance management of departmental staff.
6. Interact and collaborate with multiple stakeholders within the City and Province, including, but not limited to elected officials, other senior civic administrators, bargaining agents, the public, interest and community groups, health authorities, emergency measures and law enforcement agencies, and members of the business sector.
7. Ensure optimal departmental performance and safe operation through the development and application of an integrated and continually updated set of systems, policies, methods, procedures, facilities and equipment through which the departments discharge their services mandates.
8. Responsible for reviewing emergency legislation and policy direction of the Province and Federal governments, and their effects on CGS. Make recommendations and provide solutions to the Chief of Fire and Paramedic Services to ensure that all legislatively mandated requirements under various Acts, Codes and By-laws are addressed.
9. Co-lead the design and implementation of various strategic initiatives of the department to achieve efficiencies and cost containment where applicable.
10. Assist with directing, for Council review, the preparation and submission of annual budget estimates for current and capital expenditures and revenues.
11. Perform the duties of the Chief Fire Official for the City of Greater Sudbury when so directed.
12. Act as Management's Representative at the First and/or Second Stage of the Grievance Procedure in accordance with the respective Collective Bargaining Agreement.
13. Act as Chief of Fire and Paramedic Services when so directed.
14. Develop and maintain a thorough knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
15. Perform other duties as required.

**EMPLOYMENT OPPORTUNITY EO16-589
EXECUTIVE DEPUTY CHIEF OF FIRE AND PARAMEDIC SERVICES
(PERMANENT POSITION)**

LEADERSHIP COMPETENCIES: Strategic Implementation (III)

Competency	Competency Definition	Level	Level Definition
Shaping the Future			
Business Acumen	Understand the business implications of opportunities and decisions, and implement successful business strategies to improve organizational performance.	4	Applies broader business metrics
Judgment and Decision Making	Make sound decisions involving varied levels of complexity, ambiguity and risk.	4	Formulates a “big picture” understanding of the near-term impact of decisions
Strategic Orientation	Understand the business implications of decisions on one’s role, and link daily work to the organization’s strategy.	3	Understands external impact on internal strategy
Delivering Business Results			
Collaboration	Work and communicate collaboratively within City of Greater Sudbury to create alignment within and across teams and groups.	4	Enables organizational collaboration
Customer/Citizen Focus	The desire to work closely with internal and external customers to meet and exceed their expectations.	4	Uses a long-term perspective; acts as a trusted advisor
Driving for Results	The personal drive to achieve results, and focus one’s attention on accomplishing key objectives and positive outcomes for oneself, one’s team and the business.	4	Makes cost-benefit analyses
Impact & Influence	Persuade, convince, influence or gain the commitment of others to get them to accept a point of view, adopt a specific direction, commit to an idea, or take a course of action.	3	Uses customized influence strategies
Organizational Awareness	Learn and understand the key relationships, diverse interest groups and power bases within one’s own and other organizations.	4	Understands organizational politics
Aligning People & Teams			
Developing Others	The genuine intent to foster the long-term learning or development of others by recognizing and supporting their developmental interests and needs, and encouraging opportunities for learning.	4	Provides in-depth coaching, mentoring or training
Holding Self & Others Accountable	Hold others accountable to execute to high standards of excellence and hold themselves accountable to the same or higher standard.	4	Acts to address performance issues
Leadership	Inspire others to work toward common goals by engaging and empowering them, and providing clarity and direction.	4	Acts as a credible leader
Enhancing Personal Effectiveness			
Managerial Courage/Integrity	Acting with integrity, ensuring one’s actions are consistent with City of Greater Sudbury’s values and expectations.	4	Applies strong personal moral compass to strategic decisions and actions

For further information on our leadership competencies, please visit our website: www.greatersudbury.ca/jobs.

Qualified candidates should submit their résumé in confidence by **THURSDAY, DECEMBER 22ND, 2016 at 4:30 PM to: Citizen Service Centre, The City of Greater Sudbury, PO Box 5000, Station A, 200 Brady Street, Sudbury, Ontario, P3A 5P3, Facsimile number: 705-673-7219 or by e-mail to: hrjobs@greatersudbury.ca**. Any application received after this deadline will not be considered. Please reference the Employment Opportunity number (**EO16-589**) on your resume. The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants. Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act. All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Hiring Manager.