

CNCGA

Terms of Reference

Job Description

Job Title: Zone Coordinator

Location: Ahousaht (Village of Maaqtusiis, Flores Island, BC)

Position: Full Time

Reports to: Executive Director (and CNCGA Board)

Power of Decision Making: The zone coordinator has the delegated authority to complete the duties outlined in the CNCGA Terms of Reference (TOR). For actions required beyond these limits, the Zone Coordinator is required to gain authorization to undertake action from the Executive Director and Board.

Performance Evaluation: To be completed annually by the Executive Director in consultation with the Board of Directors using the performance objectives set by the Executive Director and the key performance measures.

Principle Competencies

- Leadership
- Operational Planning and Management
- Operational Training
- Program Planning, Evaluation, and Management
- Human resources planning and management
- Financial planning and management
- Community relations & advocacy
- Risk Management
- Stakeholder Relations

Essential Qualifications

- High school diploma or Grade 12 Equivalent
- Two years or more of experience with marine safety operations
- Two years or more of experience with emergency planning and rescue operations
- Experience in managing/supervising staff
- Experience in operational training and evaluation
- Experience in financial planning and management of a budget
- Ability to use MS office suite (Word, Excel)

Desirable Qualifications

- Post-secondary school degree or diploma (business or finance ideally)
- Experience in marine or land search and rescue
- Transport Canada certificate of competency

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- Previous experience in managing a fleet or a commercial marine operation
- Previous experience with CCG, CCGA or RCMSAR

Specific Responsibilities

1. Leadership

- Participate with the Executive Director in developing a vision and a tactical plan to allow individual units to deliver search and rescue effectively in the zone
- Supporting units and their leadership in small coastal communities
- Identify, assess, and inform the Executive Director of internal and external issues that affect the organization

2. Operational Planning and Management

- Work with the ED to develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Ensure proper support of auxiliary units with regards to equipment
- Work with Unit Leaders to maintain operational safety standards within practices and procedures at the unit level
- Ensure the delivery and tracking of training and evaluation of auxiliary members in the zone
- Work with Unit Leaders to maintain vessel safety standards by inspecting vessels and attending unit training sessions
- Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained
- Ensure proper management of purchasing, insuring, maintenance and storage of CNCGA assets and equipment.
- Manage all aspects of the organisations insurance programs including: CNCCGA property, and vessel insurance.
- Support the ED and AA with organising the Annual Conference (s), Meeting (s) of the Organisation.

3. Program planning, Evaluation and management

- Oversee the planning, implementation and evaluation of zone training plans
- Ensure that the programs and services delivered by the zone teams contribute to the organization's mission and reflect the priorities of the Board and Canada's SAR system
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special regional projects

4. Human resources planning and management

- Establish a positive, healthy and safe working environment in accordance with all appropriate legislation and regulations
- Recruit, interview and select unit leaders that have the right technical and personal abilities to help further the zones needs

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- Implement a performance management process for all units which includes monitoring the performance of units on an on-going basis and conducting an annual performance review
- Coach and mentor unit leaders and training officers as appropriate to improve safety and performance

5. Financial planning and management

- Approve expenditures within the authority delegated by the Board and ED
- Oversee the management and implementation of all contracts.
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization
- Ensure that the organization complies with all legislation covering taxation and withholding payments

6. Community support

- Communicate with all Nations, communities, and units to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Establish good working relationships and collaborative arrangements with Chief's Councils, community groups, and other organizations to help achieve the goals of the organization

7. Risk management

- Identify and evaluate the operational risks to the volunteers (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage

8. Stakeholder Relations

- Maintain a positive work environment that facilitates collaboration and information sharing and is conducive to attracting, motivating, and retaining diverse talent to the Organisation.
- Manage relationships with the Organisations Membership
 - a. "Selling" new concepts;
 - b. Maintain regular contact and strong relationships with units, and
 - c. Manage contracts and documents to an appropriate standard.
- Represent the views of the Organisation at national forums to make sure that it is well positioned for initiatives and activities streaming from that representation.
- Ensure CNCGA's role within the SAR community is well understood through direct engagement with policy-makers, government funders and through the execution of an effective media strategy.

9. May perform other related duties as assigned.

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Compensation: Compensation range of \$60,000 to \$75,000 commensurate with experience and/or qualifications

Moving Allowance: A modest allowance to cover costs of moving to Maaqtusiis is negotiable.

Posting will close 4pm, July 10th, 2018. Only those selected for interviews will be contacted.

Please email your covering letter and resume to rbullock@ahousaht.ca