



REGION OF WINDSOR AND WEST HANTS MUNICIPALITY

Protective Services Manager Full Time Permanent Position Job Posting

BRING YOUR POSITIVE ENERGY AND BE A PART OF NOVA SCOTIA'S NEWEST REGIONAL MUNICIPALITY

The Region of Windsor and West Hants Municipality is a diverse collection of rural & urban communities conveniently located in equal proximity to Halifax, the Valley, and Truro; but yet, its own cultural blend that brings quality family living, diversity, fun & festivities, and service centres together. If you are enthusiastic and driven and want to be part of a fun & energetic organizational culture; keep reading!

We are currently accepting applications to fill the position of Protective Services Manager.

Reporting to the Chief Administrative Officer (CAO), the Protective Services Manager acts as liaison between emergency service delivery agencies, plans and organizes the Emergency Management programs for the Region of Windsor and West Hants Municipality, acts as the community's representative on all Emergency Management matters; and coordinates activities with other local agencies having Emergency Management responsibilities.

The preferred candidate must have the following:

- Ability to establish and maintain effective working relationships with employees, elected officials and emergency agencies, outside agencies, and the public;
- Post-secondary education and a minimum of three (3) years' experience; however, an equivalent combination of training and experience may be considered;
- Well-developed interpersonal and communication skills; both verbal and written;
- Knowledge of Federal, Provincial and Municipal legislation, regulations, codes and Municipal By-laws with respect to emergency management;
- Knowledge of emergency preparedness methods, techniques, and procedures is considered an asset;
- strong organizational and analytical skills;
- detail-oriented and a person who has proficiency in technologies and systems;
- have excellent computer skills including word processing and spreadsheet proficiency;
- knowledge of emergency systems;
- the ability to work well under pressure and be a strong communicator.

A complete copy of the job description can be obtained on any of the following:

- www.strongerregion.ca
- <https://www.town.windsor.ns.ca/employment-opportunities.html>
- <https://www.westhants.ca/current-opportunities.html>



Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Freedom of Information and Protection of Privacy Act, Nova Scotia.

Qualified applicants are invited to submit their CV or resume with cover letter (merged into one PDF document) with "Protective Services Manager" in the subject line no later than 4:30pm on Thursday, February 20, 2020 to the attention of Shelleena Thornton, Administrative Supervisor, Region of Windsor and West Hants Municipality – sthornton@town.windsor.ns.ca