



## NIRS Manager – Position Description

The National Indigenous Fire Safety Council (NIFSC) is seeking the services of a NIRS Manager who will provide oversight to the NIFSC and all aspects of the National Incident Reporting System (NIRS). Responsibilities include overseeing the incoming fire incident reports, database management, community outreach, working closely with the IFMS Program Delivery Specialists and external partners. This position reports to the Executive Director. Please note that this is a contract position, working fully remote, for a term ending March 2023.

**Immediate Supervisor:** Executive Director

**Status/Hours:** The expected workload is a full-time-equivalent.

### Primary Responsibilities and Duties Include:

- > Oversee and manage incoming fire incident reports including data entry, data validation and following up with the reporter as required.
- > Connect outreach to entities including but not limited to First Nations communities, Band and Councils, ISC Regions, Fire Marshals and Fire Commissioners, First Nations Fire Departments, regional partners, and technical partners to build relationships and seek out incidents to be reported.
- > Work collaboratively with the IFMS team to solicit fire incidents and ensure that they are reported.
- > Develop distribution lists for First Nations Fire Departments, communities without fire departments, and other key demographics using the Monday CRM database. Revise and update these contact lists regularly.
- > Oversee data entry related to fire incidents including supporting community members who wish to report an incident by phone, complete the fire incident form on their behalf via the online form, and oversee the transfer of data from the form to the database.
- > Build partnership agreements for data sharing between the NIFSC and other organizations.
- > Ensure that every First Nations community in Canada is contacted twice each fiscal year.
- > Conduct media monitoring for fire incidents and follow up on leads as required.
- > Track and report out on the progress made monthly, quarterly, annually, and as required.

### Primary Objectives:

- > Lead a proactive approach to soliciting fire incident reports and engaging continuously with partners and communities.
- > Build and establish relationships with regional, technical, and national partners and First Nations communities in relation to the NIRS.
- > Ensure data integrity and support the development of a business case for the NIRS mobile app.
- > Oversee the development of partner distribution lists.





National Indigenous  
Fire Safety Council Project  
Projet du conseil national  
autochtone de la sécurité-incendie

# National Incident Report System (NIRS) Manager

## Core Required Competencies:

- > Exceptional interpersonal, communication, organizational, and administrative skills required.
- > Demonstrated intermediate to advanced skills and knowledge of Excel, as well as other Microsoft Office applications.
- > A talent for nurturing and building relationships with a variety of partners.
- > Motivated and driven to initiate and follow through with work responsibilities and to meet deadlines with a minimum of supervision is required.
- > Unparalleled attention to detail.
- > The ability to handle sensitive information in a confidential manner.

## Minimum Education, Certification and/or Experience:

- > Bachelor's degree preferred.
- > Experience working for a not-for-profit organization, external relations and/or community outreach.

## Additional Requirements:

- > Strong understanding of governance and administration processes and establishing working relationships with multiple private and public sector agencies including First Nations communities.
- > Bilingual English and French.

## Closing Date:

The candidate will be selected from qualified applicants. Posting will close April 22, 2022 but may be extended if not filled. The desired start date is May 9, 2022.

## How to Apply:

Please respond with any questions. Applications must include a resume and can be submitted by email to [HR@indigenousfiresafety.ca](mailto:HR@indigenousfiresafety.ca). Interested candidates may be located anywhere in Canada.

*AFAC is an equal opportunity organization and encourages Expression of Interests responses from any community.*

