

Senior Program Officer

Reference number: DFO18J-018649-000033

Selection process number: 18-DFO-NCR-EA-CCG-227795

Fisheries and Oceans Canada - Canadian Coast Guard

Vancouver (British Columbia), Victoria (British Columbia), St. John's (Newfoundland and Labrador), Dartmouth (Nova Scotia), Halifax (Nova Scotia), Ottawa (Ontario), Montréal Island (Québec)

PM-05

\$80,274 to \$86,788

Closing date: 3 April 2018 - 23:59, Pacific Time

Who can apply: Persons residing in Canada and Canadian citizens residing abroad.

[Apply online](#)

Important messages

Candidates must clearly demonstrate in the Screening questionnaire how they meet the education and experience criteria listed in the essential and asset qualifications (other qualifications).

Please note that stating that the requirement has been met, and/or listing past or current responsibilities, does not represent adequate substantiation. Rather, you must provide concrete examples that clearly illustrate how you meet the requirement. Résumés may be used as a secondary source to validate the qualifications described; comments such as "refer to my attached resume" will not be accepted and may result in your application being rejected. Failure to provide this information in the requested format may result in your application being rejected.

In order to demonstrate appropriately all your experience, we suggest you to use the STAR method. It is an example of how to structure your answers to ensure you provide enough detail.

S -Situation : Detail the background and provide context. Where and When?

T -Task : Describe the challenge and expectations. What needed to be done and why?

A -Action : Elaborate on your specific action. What did you do and how? What tools did you use?

R - Results : Explain the results: accomplishments, recognition, etc. Quantify.

Work environment

Fisheries and Oceans Canada (DFO) leads the management of Canada's fisheries and the safeguarding of Canadian waters. The Canadian Coast Guard (CCG), a Special Operating Agency within DFO, is responsible for services and programs that contribute to the safety, security, and accessibility of Canada's waterways. With over 10,000 dedicated employees in

over 400 locations across Canada, our Department is often the only federal presence in smaller coastal and remote communities. In January 2017, the Department received special recognition as one of Canada's Top Employers for Young People.

The Government of Canada has announced the Oceans Protection Plan, a whole-of-government approach to improve marine safety, to work with Indigenous groups, provinces, territories, and other stakeholders to better co-manage Canada's oceans while advancing the Government's broader objectives of reconciliation with Indigenous Peoples, protection of the environment, protection of our coasts and waterways, and economic growth for the middle class.

DFO/CCG are recruiting to deliver on this significant commitment. A team of dedicated, dynamic and talented professionals, we are looking for enthusiastic individuals to join us in making an impact on the lives of Canadians.

DFO's scientific knowledge and expertise, advice, products and services support evidence-based decision making, policy development, economic activity and stewardship of our waters. There are exciting career opportunities in areas such as fisheries and aquaculture management, regulation, science and innovation; habitat protection, oceans management, and ecosystems research; and charting of Canadian waters and modelling of ocean conditions, among others.

A nationally recognized, world-leading symbol of safety, operating along the longest coastline in the world, CCG is entrusted to deliver valuable programs and services to Canadians that save lives, protect the environment and support our Canadian economy. Embracing a proactive culture for 24/7 service to Canadians and for Canadians, CCG offers exciting sea-going and shore-based career opportunities in the delivery of critical maritime safety, security and response services; response to on-water and maritime incidents using a variety of vessels, hovercraft, helicopters, and small craft; and providing vital information and assistance to vessels, including navigation support, distress and safety communications and coordination of maritime trade.

The Department also offers exciting opportunities in its Corporate Services in areas such as information technology, program development and services; real property management; and human resource staffing and classification.

Do you believe in the gold standard of service? Do you thrive on change and exciting new projects? If that is who you want to be, then DFO/CCG is the place for you!

Women, Aboriginal people and visible minorities are particularly encouraged to apply. For more information on careers at DFO: <http://www.dfo-mpo.gc.ca/career-carriere-eng.htm>

For more information on careers at CCG: <http://www.ccg-gcc.gc.ca/College-and-Careers/home>

Intent of the process

The purpose of this process is to establish a pool of qualified candidates to fill current and future vacancies. This process may be used to staff identical or similar positions across Canada with various language requirements, security requirements and tenures.

Positions to be filled: Number to be determined

Information you must provide

Your résumé.

You must meet all essential qualifications in order to be appointed to the position. Other qualifications may be a deciding factor in choosing the person to be appointed. Some essential and other qualifications will be assessed through your application. It is your responsibility to provide appropriate examples that illustrate how you meet each qualification. Failing to do so could result in your application being rejected.

In order to be considered, your application must clearly explain how you meet the following (essential qualifications)

EDUCATION:

A secondary school diploma or employer-approved alternatives.

[Degree equivalency](#)

EXPERIENCE:

EXP1: Experience in providing advice and recommendations to senior management*

EXP2: Experience in consulting and collaborating with Aboriginal groups, stakeholders, industry, interest groups or other level of governments.

EXP3: Experience in planning or managing projects

*Senior management is defined as Director, leaders of private, public or community organizations.

If you possess any of the following, your application must also clearly explain how you meet it (other qualifications)

EDUCATION:

AEDU: A post-secondary diploma from a recognized university in a field relevant to the position

[Degree equivalency](#)

ASSET EXPERIENCE:

AEXP1: Experience in the development of Treasury Board Submissions or Memorandum to Cabinet

AEXP2: Experience in the development of Question Period (QP) notes

AEXP3: Experience in policy development

AEXP4: Experience in conducting or facilitating formal engagement, consultations or negotiations with Indigenous groups - formal is understood to be rights based

AEXP5: Experience in drafting briefing notes and materials for senior management
AEXP6: Experience in working with indigenous organizations or communities and other levels of government to identify specific actions to address issues of concern to all parties
AEXP7: Experience in managing the delivery of Aboriginal programs and services
AEXP8: Experience participating on a federal review process
AEXP9: Experience as an operational project lead
AEXP10: Experience providing policy advice
AEXP11: Experience working in a Coast Guard directorate or Coast Guard operations

The following will be applied / assessed at a later date (essential for the job)

Various language requirements
Bilingual Imperative BBB and CBC
English Essential

[Information on language requirements](#)

PERSONAL SUITABILITY:

PS1: Strategic Thinking
PS2: Engagement
PS3: Effective Interpersonal Skills
PS4: Initiative and being action-oriented
PS5: Communication
PS6: Leadership

The following may be applied / assessed at a later date (may be needed for the job)

KNOWLEDGE:

AK1: Knowledge of the Canadian Coast Guard Mandate, Legislation and Programs at an operational level.
AK2: Knowledge of the Canadian Coast Guard organization.
AK3: Knowledge of the Marine Communication and Traffic Services (MCTS) National Standards Manual
AK4: Knowledge of Modern Navigation System (MNS) Directives
AK5: Knowledge of the Canadian Coast Guard (CCG) Marine Spills Contingency Plan
AK6: Knowledge of Fleet Operations
AK7: Knowledge of Search and Rescue (SAR) Operations
AK8: Knowledge of Indigenous Rights

OPERATIONAL REQUIREMENTS:

NOTE: THE OPERATIONAL REQUIREMENTS AND SECURITY STATUS/CLEARANCE MAY VARY BY THE POSITION BEING STAFFED.

OPERATIONAL REQUIREMENTS DO NOT APPLY TO ALL POSITIONS BEING STAFFED

Reliability / Secret security clearance

Valid driver's license

Ability to work overtime

Ability to travel upon short notice

Be willing to work weekends and evenings

May be required to drive long distances over rough roads and travel by small fixed wing aircraft, helicopter, boat and ferry. Inclement weather can occur resulting in arrival and/or departure delays

Other information

CCG, in building a diverse, representative workforce, may give preference to candidates that identify as Indigenous.

The Public Service of Canada is committed to building a skilled, diverse workforce reflective of Canadian society. As a result, it promotes employment equity and encourages candidates to indicate voluntarily on their application if they are [a woman, an Aboriginal person, a person with a disability or a member of a visible minority group](#).

The Public Service of Canada is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the Public Service Commission or the departmental official in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Preference

Preference will be given to veterans and to Canadian citizens, in that order.

[Information on the preference to veterans](#)

We thank all those who apply. Only those selected for further consideration will be contacted.

Contact information

Staffing DFO

HR-PASS-RH.XNCR@dfo-mpo.gc.ca

[Apply online](#)