

POSITION DESCRIPTION

Emergency Management Planning Officer

Position number		MRM09
Directorate		Community Assets and Infrastructure
Service unit		Waste and Environment (Emergency Management)
Classification		Band (6) (Moorabool Shire Council Enterprise Agreement No 10, 2023)
Employment type		Permanent Full-time
Hours		76 hours per fortnight
Organisational relationships	Reports to	Chief Emergency Management Officer
	Directly supervises	Deputy MRMs during emergencies
	Internal relationships	Emergency Management Team, Council Service Units, Councillors
	External relationships	Community, Volunteers, Local Support Network, Red Cross, Other Councils
Probation period		6 months (applies to all new employees)
Approved by (position title)		General Manager Community Assets and Infrastructure
Date		September 2023
Position purpose		<p>The Emergency Management Planning Officer/Municipal Recovery Manager (MRM) is a key role in the emergency management planning and recovery for our communities. The Recovery Manager leads the Relief and Recovery Sub Committee to ensure that the key areas of planning for relief and recovery for the community are addressed in the emergency management sphere.</p> <p>The Emergency Management Planning Officer will be responsible for the updating and upkeep and monitoring of all emergency management plans and will be instrumental in undertaking all strategic planning in the fire management area.</p>

Key responsibilities and duties

- Coordinate municipal and community resources for relief and recovery.
 - Immediately following an emergency, assist with collating and evaluating information gathered in the secondary impact assessment.
 - Establish priorities for the restoration of community services and needs.
 - Liaise with the MEM and MEMO on the best use of municipal resources.
 - Establish an information and coordination centre at the municipal offices or a location more appropriate to the affected area if required.
 - Liaise, consult and negotiate with recovery agencies and council on behalf of the affected area and community recovery committees.
 - Liaise with the regional recovery committee and Department of Families, Fairness and Housing.
 - Undertake other specific recovery activities as determined noting that guidance and advice is usually available
- In conjunction with the Chief Emergency Management Officer review and manage all aspects of emergency planning for relief and recovery including all recovery sub plans
- Under the guidance of the Chief Emergency Management Officer, act as the Executive Officer of all emergency planning and preparedness committees
- Crisisworks Administrator (including trainer, system support and VPR Coordinator)
- Manage the components of fire management planning through the Victorian Fire Risk Register, NSP Management and relevant fire towers and roadside fire planning works
- Will be appointed the Council's Municipal Recovery Manager (MRM) and will liaise with deputies and arrange the on call roster

Child Safe Standards

Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued, and encouraged to reach their full potential.

Moorabool Shire Council's policies and procedures support the requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs, and the safety of children is promoted, child abuse is prevented, and allegations of child abuse are properly and promptly responded to.

Disability Access and Inclusion

Council is committed to its Disability Access and Inclusion Plan. We will demonstrate leadership to the local community as we support local employment opportunities for people with a disability and will provide reasonable adjustments within the workplace to support new and existing staff.

General and Organisational responsibilities

- Comply with Council policies and procedures.
- Promote excellence in customer service and in conjunction with your Manager or people leader, identify, review, and implement strategies to improve service quality and efficiency.
- Participate as directed in training and education to maintain compliance and an up to date knowledge.

- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During an emergency an employee may be required to complete alternative work.
- Work in ways that promote the health and safety of all employees.
- Contribute to an organisation that is free of Sexual Harassment.
- Role model a work environment free of discrimination, harassment, bullying, victimisation, or vilification.
- Work in ways that support taking positive action towards achieving gender equality in the workplace and working towards delivering agreed commitments under our Gender Equality Action Plan.
- Contribute to prevention of fraud and corruption by being fair and accountable through enhanced transparency by disclosure of gifts; declaring conflicts of interests; prevention of unauthorised access and disclosure of information and appropriate pre-employment checks of staff.
- Staff who fail to disclose any pre-existing injuries, illnesses or diseases or the making of a false or misleading disclosure, will disentitle compensation under this Act for the staff member and their dependents should they suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Moorabool Shire Council.
- Understand and apply organisational risk management principles to your daily work.
- Other tasks and duties the employee has the skill, knowledge, and physical capability to complete as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Moorabool capabilities

The Moorabool Capabilities define the core skills and abilities required of all positions at Moorabool to achieve our Council vision and objectives, develop a competent and high performing workforce, and deliver excellent outcomes for our community.

The Moorabool Capabilities are applicable to each employee and their role, recognising that how frequently each capability is used may vary from position to position.

Always	Rely on this capability for effective delivery of position duties and objectives	60% of the time or more
Often	Used often but not as consistently to achieve position duties	30% - 60% of time
Occasionally	Occasional use only, not as regularly for the achievement of position duties	30% or less of the time

INSTRUCTION– complete the assessment of the capabilities for the role and update table

Self-Management	Demonstrates personal growth and resilience, supporting a positive emotional climate	<ul style="list-style-type: none"> •Personal impact •Emotional intelligence •Growth & Resilience •Integrity 	Always (all roles)
Communication	Engages others, forming strong relationships, communicating with clarity, vision, purpose and impact	<ul style="list-style-type: none"> •Effective & Audience Specific •Relationship Management •Negotiation 	Always

		<ul style="list-style-type: none"> •Influence 	
Action & Achievement	Drives outcomes with purpose, ambition, accountability, and action	<ul style="list-style-type: none"> •Accountability •Decision making •Planning & Prioritisation •Time Management 	Often
Community & Inclusion	Collaborates across Council, open and accepting of differences, creating community value	<ul style="list-style-type: none"> •Collaboration •Diversity & Inclusion •Customers & Community Engagement 	Always
Innovation & Change	Engaged and supportive of change, with the courage to persevere through uncertainty	<ul style="list-style-type: none"> •Continuous Improvement •Manage ambiguity •Change Management 	Often
Business Performance	Delivers outcomes with commercial and organisational nous	<ul style="list-style-type: none"> •Financial Management •Risk Management •Data & Analytical Literacy •Technology 	Often
Strategic Mindset	Sees ahead to future possibilities and thinks through challenges and obstacles to achieve outcomes	<ul style="list-style-type: none"> •Political Nous •Critical Thinking •Problem Solving •Direction & Purpose 	Often
Leadership	People orientated, embracing individual motivations and talents, developing team outcomes through demonstrated behaviours	<ul style="list-style-type: none"> •Humanistic •Future focused •Coaching & Development •Inspirational 	Always

Classification definitions

INSTRUCTION– refer to *Classification Definitions for band level pg. 160 of Enterprise Agreement*

Accountability and extent of authority	<p>Day to day facilitation and direction of the relief and recovery component of emergency management planning within the Emergency Management Team,</p> <ul style="list-style-type: none"> • Freedom to provide specialist advice is subject to regulations and policies, and regular supervision. • Freedom to act is set by clear objectives, delegations and/or budgets, with a regular reporting mechanism. The effect of actions taken is usually limited to quality or cost of programs/projects therefore regular reporting and approval is required. • Ensure the preparation and timely completion of all emergency relief and recovery projects and community requirements and support required for emergency management planning. • Assist the Chief Emergency Management Officer in annual business and work planning processes.
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- Assist the Chief Emergency Management Officer with Implementation and management of the approved annual budget as it relates to the MRM/Emergency Management Planning role.
- Undertake any powers, duties or functions delegated under Emergency Management Act.
- Provide advice and support to volunteer organisations and the community as required for any mitigations, preparations, planning and relief and recovery from emergencies
- Represent Council at meetings for the Relief and Recovery Subcommittee and the Local Area Support Network and all other emergency meetings relating to relief, recovery and planning.

Judgement and decision making

- Emergency Management plans and policy interpretation and the necessity to recommend further policy development.
- In agreement with the Chief Emergency Management Officer, determining what and when issues of significance and new program initiatives need to be reported to senior officers, committees and Council. Guidance and advice is usually available.
- Provide specialist advice and guidance to other community support organisations, volunteers and Local Support Networks
- Provide advice and guidance to the all Deputy MRMs and Relief and Recovery Support Officer and staff
- Work with staff to put in place a Secondary Impact Assessment team for Moorabool Shire Council
- Represent Council in negotiations with internal and external stakeholders regarding community support and relief and recovery arrangements
- Lead under the general guidance of the Chief Emergency Management Officer or participate in the Moorabool Relief and Recovery Sub Committee and other committees required to support the community through emergency management planning
- Lead or participate in working groups established to work through the pillars of recovery including social, economic and communication specific groups.

Work with relevant State and Federal agencies on relief and recovery activities that support the Moorabool community.

Specialist skills and knowledge

- Proficiency and experience in delivering a range of projects as they relate to community and relief and recovery
- Extensive experience in providing formal input to assist in developing and delivering a range of emergency management strategies, policies and procedures.
- Extensive knowledge and understanding of community relief and recovery and the role of local government in this area.
- Extensive understanding of best practice and the statutory framework for emergency management
- Liaise, negotiate and communicate effectively on complex issues with a range of stakeholders including our most vulnerable

	<p>members of the community and all volunteer agencies to achieve quality outcomes.</p> <ul style="list-style-type: none"> Well-developed skills in analysis, research methods and ability to appraise information.
<p>Management skills</p>	<ul style="list-style-type: none"> Manage and lead staff to work positively and pro-actively within a team environment to achieve organisational goals. Set priorities and organise one's own work and that of a team to deliver work programs on time and within set budgets. Highly developed project management skills and an ability to work to prescribed timelines to deliver agreed outcomes with limited supervision.
<p>Interpersonal skills</p>	<ul style="list-style-type: none"> Ability to gain cooperation and assistance from clients, other employees and members of the public in the administration of Emergency Management activities. High level of motivation with an ability to be pro-active and make a positive contribution to the Emergency Management team and the wider organisation Highly developed written and verbal communication skills, and an ability to report on a range of relevant topics, including an ability to develop and present proposals and guidelines in clear, easy to understand language. Highly developed liaison skills and ability to gain cooperation with Council staff, government agencies, consultants and the community to achieve positive outcomes. Identify stakeholder/customer needs and expectations, decide appropriate action and respond accordingly. Well-developed skills in negotiation and conflict resolution with the ability to deal with difficult situations and present a positive Council image. Well-developed community liaison and public relation skills.

Qualifications, skills and experience

Qualifications

- Degree or diploma and some relevant experience or lesser formal qualifications with substantial experience (or through substantial relevant experience in the field of specialist expertise).
- Recognised training and experience in Municipal Recovery Management and Emergency Management or a related discipline.

Skills and experience

- Substantial and demonstrated experience in emergency management, community recovery, working with vulnerable clients, working with non-profit organisations.
- Extensive and demonstrated experience in a broad range of emergency management projects and planning including experience in dealing with community relief and recovery issues.
- Extensive experience in fire management planning

- Demonstrated ability to manage and lead a team to work positively and pro-actively a team environment to achieve organisational goals.
- Strong focus on developing and delivering high standard customer service in a timely manner, including well developed skills in negotiating and conflict resolution with the ability to deal with difficult situations and present a positive Council image.
- Highly developed communication skills (written & verbal) with the ability to develop strong working relationships both internally and externally, including an ability to develop and present information in clear, easy to understand language.

Licences and registrations

A current Victorian Driver's Licence |

Physical and psychological requirements

INSTRUCTION - This section describes the physical and psychological demands of the role. **Delete the "✓" that do not apply. Delete instruction when complete**

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights - above 10 kg
Manual handling – above 5 kg below 10 kg	.	.	✓	.
Working with arms above head	.	.	✓	.
Manual handling – lifting above shoulder	.	.	✓	.
Repetitive bending/twisting	.	.	✓	.
Using vibrating / powered hand tools	.	.	.	✓
Close inspection work	.	.	.	✓
Working in dusty / slippery / wet conditions	.	.	✓	.
Wearing safety shoes/boots (steel cap)	.	.	✓	.
Wearing hearing / eye protection	.	.	✓	.
Using chemicals	.	.	.	✓
Repetitive hand washing / cleaning	.	✓	.	.
Working at heights	.	.	.	✓
Working in confined spaces	.	.	.	✓
Working in heat (over 35 C)	.	.	✓	.
Working in cold (under 5 C)	.	.	✓	.
Driving vehicles		✓		
Operating plant				✓
Using a keyboard	✓	.	.	.

Writing by hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transcribing from hard copy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audio transcription	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handling difficult customers onsite	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling difficult customers offsite	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Making decisions that impact on other employees (disciplinary / restructure / investigation)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee acceptance

I understand and accept the contents of this position description and acknowledge that I will act in the best interest of Council in carrying out my role and I will comply with the staff code of conduct at all times.

Employee Acceptance: <i>(name and signature)</i>	
Date:	

PLEASE NOTE:

Personal, Health and gender Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.