CLARENCE VALLEY COUNCIL

Position Description

Recovery and Resilience Planning Coordinator

Directorate	Corporate and Governance
Location	Grafton
Classification/Grade/Band	Grade 16
Date position description approved	2 March 2020

Overview

With a large geographical area of 10,441 square kilometres and a population of almost 52,000 the Clarence Valley local government area is the gateway to the north coast of NSW and within easy driving distance of the south east Queensland. Encompassing beautiful beaches, stunning hinterland and the mighty Clarence River, the Clarence Valley is the ideal place for balancing work, life and relaxation. Clarence Valley Council is on an important journey in becoming a customer focused organisation that provides quality services in an efficient way.

Values

STRIVE

SAFE
We have a safety focused workplace culture to ensure the wellbeing of our staff and the community

TEAMWORK
We work together as one council towards shared goals and for the greater good of the community

RESPECT
We are inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard

INTEGRITY
We behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence

VALUE
We deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.

ENGAGEMENT
We engage with our staff and community to inform our decision making, and create awareness of our activities

Primary purpose of the position

The position is fixed term for 18 months to coordinate Council's response to recovery following the 2019/20 bushfire disaster and plan and implement actions that better prepare Clarence Valley Council and its community for future disaster events.

Key accountabilities

Within the area of responsibility, this role is required to:
- Develop an Emergency Resilience Framework that incorporates Council and community resilience strategies, implementation plans and tools that aide preparedness and recovery following disaster events.
- Coordinate organisational response to issues that arise during the recovery phase to and advise business units on an adaptive style to business as usual activities.
- Coordinate community participation in resilience planning activities that informs the direction resilience planning takes.
- Ensure open and engaging community information sharing channels.
- Prepare reports and recommendations that improve Council's preparedness for future events, ensuring that risks are identified, understood and managed and plans and strategies are improved for currency.
- Identify and access funding opportunities to support the creation of resilient and sustainable communities.
- Make recommendations to Council that ensures risks are understood and managed.

Key challenges

- Managing competing community expectations around a sensitive issue will require empathy balanced with an ability to set and achieve practical outcomes.
- Rapidly understanding the diverse and complex business of Council in order to maximise outcomes in a short period of time
- Capitalising on external funding opportunities to deliver both quick win and longer term outcomes through innovation and creative thinking.

Key internal relationships

Who	Why
Director Corporate and Governance	Liaise to obtain strategic direction and guidance on sensitive matters. Provide advice on emerging issues.
Managers and Coordinators	Engage and co-opt in delivery of approved Recovery and Resilience Plans and recommend improvements to current strategies and plans that build resilience and better prepare the organisation for future events.

Key external relationships

Who	Why
Government agencies, and other identified community stakeholders	Establish and maintain collaborative relationships with a community focus. Provide engaging opportunities for participation in Council activities.

Key dimensions

Decision making

Makes decisions and acts within Council's core values, ethical standards, strategic plans, policies and priorities, legislative and regulatory frameworks, delegations, agency policy and procedural frameworks and guidelines.

Reports to	Director Corporate and Governance
Direct reports	1 direct report including: Recovery and Resilience Support Officer
Indirect reports	Nil

Essential requirements

Tertiary qualifications in communications, emergency, corporate or business planning, another relevant discipline or equivalent industry knowledge.
Current Drivers Licence.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at www.lgnsw.org.au/capability.

Below is the full list of capabilities and the level required for this position. The focus capabilities are in bold. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	Manage Self	Adept
	Display Resilience and Adaptability	**Adept**
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	**Adept**
	Influence and Negotiate	Adept

Plan and Prioritise		**Adept**
Think and Solve Problems		Adept
Create and Innovate		Adept
Deliver Results		Adept
Finance		**Adept**
Assets and Tools		Adept
Technology and Information		Adept
Procurement and Contracts		Adept
Manage and Develop People		Adept
Inspire Direction and Purpose		**Adept**
Optimise Workforce Contribution		Adept
Lead and Manage Change		Adept

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Capability Group	**Capability Name**	**Behavioural Indicators**
Personal Attributes Display Resilience and Adaptability	Adept	• Is flexible, showing initiative and responding quickly to change • Accepts changed priorities and decisions and works to make the most of them • Gives frank and honest feedback / advice • Listens when challenged and seeks to understand criticisms before responding • Raises and works through challenging issues and seeks alternatives • Stays calm and acts constructively under pressure and in difficult situations

Local Government Capability Framework		
Capability Group	**Capability Name**	**Behavioural Indicators**
Relationships Work Collaboratively	Adept	• Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other teams/units on complex or technical matters
Results Plan and Prioritise	Adept	• Consults on and delivers team/unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
Resources Finance	Adept	• Uses basic financial terminology appropriately • Considers the impact of funding allocations on business models, projects and budgets • Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition • Prepares and evaluates business cases with due regard for long term financial sustainability • Applies high standards of financial probity with public monies and other resources • Identifies, monitors and mitigates financial risks

Local Government Capability Framework		
Capability Group	**Capability Name**	**Behavioural Indicators**
Workforce Leadership Inspire Direction and Purpose	Adept	• Demonstrates passion, enthusiasm and personal dedication to the organisation's vision • Translates organisation and unit objectives into team goals and plans to help staff understand the links • Builds a shared sense of purpose through involving people in the process of cascading goals • Motivates staff by providing autonomy in how they do their work, saying thanks and celebrating successes • Takes opportunities to recognise and reward individual and team efforts and performance