

CLARENCE VALLEY COUNCIL

Position Description

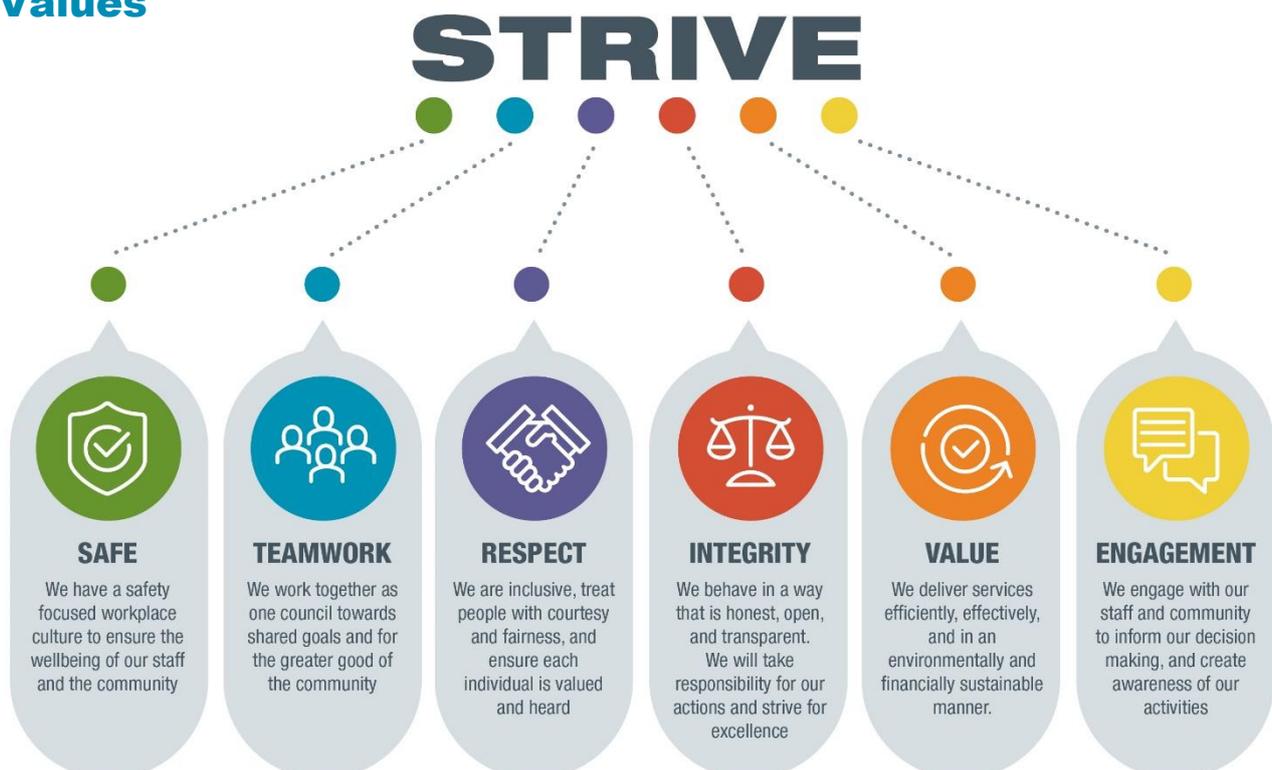
Recovery and Resilience Support Officer

Directorate	Corporate and Governance
Location	Grafton
Classification/Grade/Band	Grade 8
Position Code	
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



Primary purpose of the position

The position is fixed term for 18 months to assist in the coordination of Council's response to recovery following the 2019/20 bushfire disaster and support the planning and implementation of actions that better prepare the Clarence Valley Council and its community for future disaster events.

Key accountabilities

Within the area of responsibility, this role is required to:

- Research and provide administrative support to the development of an Emergency Resilience Framework.
- Research and create community information and education packages in response to arising issues and to better communicate the business of Council in assisting, supporting and regulating the recovery and rebuild phase.
- Collate feedback and input sought from community engagement activities to inform direction of resilience planning.
- Create sustainable, two way community information sharing channels, to be used during both a disaster emergency and the recovery phase following.
- Assist in the review of Council emergency plans and strategies with a view to recommending actions that better prepare Council's response to disaster events.
- Seek out opportunities and assist in the preparation of external funding applications.

Key challenges

- Keeping track of multiple projects and priorities to ensure timely response and delivery of outcomes.
- Identifying, establishing rapport with and, understanding of the functions and responsibilities of, key stakeholders to ensure timely and comprehensive response to critical requests.

Key internal relationships

Who	Why
Recovery and Resilience Planning Coordinator	Provide support to and obtaining direction and guidance from, to ensure agreed deliverables of the unit are met.
Staff	Seek response, and information about Council's operations, to deliver outcomes required.

Key external relationships

Who	Why
Identified community stakeholders	Liaise, seek feedback and input and provide organisational response to emerging issues.

Key dimensions

Decision making

Makes decision relating to day to day responsibilities associated with the role 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	Recovery and Resilience Planning Coordinator
Direct reports	Nil
Indirect reports	Nil

Essential requirements

Keen eye for detail and strong administrative capability gained through experience in local government, or an equivalently diverse and complex industry.

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	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate

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	Intermediate	<ul style="list-style-type: none"> Adapts quickly to changed priorities and organisational settings Welcomes new ideas and ways of working Stays calm and focused in difficult situations Perseveres through challenges Offers own opinion and raises challenging issues
Relationships Communicate and Engage	Intermediate	<ul style="list-style-type: none"> Focuses on key points and communicates in 'Plain English' Clearly explains and presents ideas and technical information Monitors own and others' non-verbal cues and adapts where necessary Listens to others when they are speaking and asks appropriate, respectful questions Shows sensitivity in adapting communication content and style for diverse audiences
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> Takes the initiative to progress own and team work tasks Contributes to the allocation of responsibilities and resources to achieve team/project goals Consistently delivers high quality work with minimal supervision Consistently delivers key work outputs on time and on budget
Resources Technology and Information	Intermediate	<ul style="list-style-type: none"> Shows confidence in using core office software and other computer applications Makes effective use of records, information and knowledge management systems Supports the introduction of new technologies to improve efficiency and effectiveness