



Position Details

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| Title: | Emergency Management Officer |
| Classification: | Band 5 |
| Position Number: | 139.1 |
| Business Unit: | Regulatory Services |
| Reports to: | Coordinator Regulatory Services |

Position Summary

To assist in ensuring that Southern Grampians Shire Council (Council) fulfils its emergency management responsibilities under relevant legislation. The role will actively support and provide advice to Council during emergency events and throughout the recovery process. It will strengthen Council's capacity in Emergency Management by building relationships and networks across the Shire with other agencies and departments.

The role will also work with and support the other departments within the Regulatory Services Unit.

Key Responsibilities

- Support ongoing development of Council staff to ensure ongoing Emergency Management capacity and capability;
- Work to achieve an integrated approach to emergency planning within Council and across agencies that is clear on Council's roles and responsibilities and respects and supports those of others, especially the CFA;
- Identify priorities and develop an agreed work plan with the Coordinator, ensuring the timely implementation of key elements arising from current and forecast statutory obligations;
- Work with key stakeholders to develop operational plans to introduce measureable improvements in community safety;
- Regularly report on the activity and outcomes against the agreed priorities and work plan;
- Coordinate and assist in the effective delivery of Council's Fire Prevention responsibilities;

- Undertake the duties and responsibilities as Council's appointed Municipal Fire Prevention Officer and be responsible for reviewing, updating and implementing a Fire Management Plan for the Municipality;
- Ensure that a Fire Prevention Program is undertaken throughout the Municipality, and be responsible for the coordination and annual inspection of Neighbourhood Safer Places.

Extent of Authority

- Freedom to act is set by policies, objectives and budgets, with a regular reporting mechanism to ensure adherence to goals and objectives;
- The effect of decisions and actions may be significant, but are limited to the scope of the programs and projects being managed and are usually subject to appeal, and review by more senior staff;
- Commit to and adhere with Council's Child Safe Requirements.

Judgement and Decision Making

- The nature of the work is usually specialised with methods, procedures and processes developed from theory and precedent;
- The work is essentially problem-solving in nature with guidance usually available from within the organisation;
- Ability to assess, develop and improve processes based on experience or guidance;
- Clear understanding that actions and decisions are representative of Council's position.

Specialist Skills and Knowledge

- An understanding of operational and organisational policies impacting on Council;
- Knowledge of relevant legislation in emergency planning;
- Ability to research information and report on findings;
- Ability to write reports in field of expertise and prepare internal and external correspondence.

Management Skills

- Skills in managing time, setting priorities and planning and organising own work;
- The ability to work in a collaborative way with a team and across networks;
- Well developed organisational skills, to ensure identification of key tasks and stakeholders, and follow up of actions and implementation of tasks;

- A strong ability to meet deadlines, including organising priorities to ensure delivery on milestones;
- Ability to plan and program the implementation of projects having regard to resources, and timelines;
- Will comply with systems and policies to ensure a safe work environment by:
 - Taking reasonable care for his or her own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act;
 - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare;
 - Contribute to OHS consultation processes;
 - Prompt reporting of hazards and incidents;

Inter-personal skills

- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities;
- Ability to engage with counterparts in other organisations to discuss specialist problems;
- Well-developed written and verbal communication skills with internal and external stakeholders;
- Solid written communication skills, including the ability to develop ideas into logical written communication, reports, plans and proposals.

Compliance with Legislation and Policies

- Adhere to all current relevant codes of conduct and legislative requirements including:
 - Southern Grampians Shire Council Policies and Procedures;
 - Southern Grampians Shire Council Staff Code of Conduct;
 - Privacy and Data Protection Act 2014 (Vic);
 - Equal Opportunity Act 2010 (Vic);
 - Occupational Health and Safety Act 2004 (Vic);
 - Government/Industry Codes of Conduct;
 - The Southern Grampians Shire Council Enterprise Agreement; and
 - The Municipal Emergency Management Plan.
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
- Responsible for ensuring the security of Council's assets under the Officer's control;

- Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

Qualifications and Experience

- Qualifications in emergency and/or risk management or a related discipline is desirable. Where no qualification exists the applicant must demonstrate experience relevant to risk management, emergency and/or project management;
- Experience in applying for and administering grants;
- Experience in working with stakeholders to gain cooperation and support.

Key Selection Criteria

The employee will demonstrate the following:

- ✓ Well developed communication skills, including the ability to develop ideas into logical written communication, reports, plans and proposals as well as confidence in verbal communication in a variety of environments and with diverse audiences;
- ✓ Knowledge of relevant legislation in emergency planning;
- ✓ The ability to manage complex conflicting work demands and meet demanding timelines;
- ✓ A strong work ethic with an ability to work independently with minimum supervision;
- ✓ Strong interpersonal skills and the ability to develop relationships internally, with relevant networks and external stakeholders;
- ✓ A current driver's license is essential.

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee Signature: _____

Date: _____

SGSC: _____

Signature: _____

Date: _____