
Position Description

Emergency Management Officer

Position overview

Emergency Management Officer will support the Emergency Management Coordinator to strengthen Council's emergency management capability, particularly as it relates to emergency events within the municipality.

You will support the North East Council Collaboration (Alpine, Indigo and Towong Shires) (NE Collaboration) and communities to identify needs, develop a platform and training to enhance efficiencies and build the combined and individual capability and capacity of local governments across the NE Collaboration to undertake respective emergency management functions in supporting the community during a significant disaster.

Alpine Shire Council is a customer-focused organisation. You will undertake key responsibilities in a professional, efficient, and timely manner and contribute to Council's objective of being a high performing organisation.

You will need to be multi-skilled, passionate about customer service, and able to consistently deliver to a high standard while demonstrating our desired leadership behaviours.

Classification and relationships

Classification: Band 5
Alpine Shire Council Enterprise Agreement 2024
Reports to: Emergency Management Coordinator

Key duties and responsibilities

Accountability and extent of authority

- Accountable to Emergency Management Coordinator
- Accountable for the accurate, effective, and efficient operation of systems relating to key responsibility areas.
- Accountable for delivery of services and designated projects within budget and in accordance with agreed and/or legislated timeframes.
- Freedom to act is subject to regulations, policies, and regular supervision.
- Extent of authority is limited to matters described in the position description.
- Freedom to act is governed by clear objectives, delegation, budget, management oversight and regular reporting.

Key responsibility areas

- Support the improvement and streamlining of Council processes and ensure an integrated approach to emergencies, including fire and flood planning within council and across initiatives.

- Work with Emergency Management Coordinator, other relevant council staff, agencies, NE Collaboration and key stakeholders to develop and review strategic and operational plans to introduce measurable improvements in community safety.
- Ensure that statutory obligations are met in all aspects of work undertaken.
- Assist Emergency Management Coordinator to maintain regular engagement with the Municipal Association of Victoria (MAV) Emergency Management Team, and Council Emergency Management Team.
- Stay abreast of and communicate relevant emergency management training opportunities to Emergency Management Coordinator.
- Rostering of Municipal Emergency Management Officer (MEMO), Municipal Recovery Manager (MRM), Deputies and other emergency support staff.
- Support planning and delivery of training for Municipal Emergency Management Officer (MEMO), Municipal Recovery Manager (MRM), Emergency Management Liaison Officer (EMLO), Deputy RRM and MEMO and other emergency support staff.
- Support emergency response, relief, and recovery activities
- Administrative and other tasks as directed.

North East Council Collaboration

Emergency Management Officer will support the NE Collaboration (Alpine, Indigo and Towong Shires, described as the North East of the Hume Region) to enhance efficiencies and build the combined and individual capability and capacity of local governments across the NE Collaboration to undertake respective emergency management functions in supporting the community.

This position will work with the NE Collaboration develop and deliver Workforce Emergency training and resource platform that will support members of NE Collaboration to be better prepared to assist impacted communities during a significant disaster. This will include 'best practice' workforce plans and structures; recruitment and training plans, also establish existing workforce/ capacity and process gaps.

The successful roll out of this program will deliver a collaborative workforce-guidelines, training syllabus and plans for a major event training scenario that can test a multi- municipality response to a significant disaster.

Budgeting

- Assist Emergency Management Coordinator to monitor expenditure and ensure projects and services relating to key responsibilities are within the budget set by Council.

Legislation

- Local Government Act 1989
- Emergency Management Act 1986
- Country Fire Authority Act 1858
- Emergency Management Legislation Amendment Act 2018

Other duties

- Continually review and improve work methods associated with this role.
- Undertake other duties as directed by the Emergency Management Coordinator.
- In addition to the responsibilities described in this document, all employees must comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.
- Positive approach to furthering own professional development.
- Ensure compliance with Council policies and procedures.
- From time to time the employee may be required to undertake duties in addition to those above, but which fall within the employee's capabilities, experience, skills, competence, or training.
- During emergency event, undertake emergency management role as directed. For example, Emergency Management Liaison Officer (EMLO) or Emergency Relief Centre Coordinator (ERC Co)

Judgement and decision making

- Ability to solve complex problems in relation to key responsibilities by the effective application of innovative or established techniques and procedures in a demanding operating environment.
- Ability to seek guidance from networks and external departments to solve problems, guidance and advice is not always available from within Council.
- Refer major, complex, delicate, or politically sensitive issues to the Emergency Management Coordinator.

Management skills

- Good time management skills, capacity to plan, organise and meet changing priorities and objectives.
- Demonstrated skills in managing diverse workloads and meeting work and budget targets within tight deadlines, despite conflicting pressures.
- Ability to provide timely advice and recommendations to Emergency Management Coordinator.
- Knowledge of and ability to implement Equal Employment Opportunity, Health, Safety and Risk policies and procedures relating to areas of supervision.
- Ability to efficiently implement daily, weekly and longer-term workloads.
- Ability to work individually and as a part of a team.
- Ability to engender public confidence with a strong customer focus.
- Ability to deliver outcomes within budget.
- Proficient record keeping skills.

Interpersonal skills

- Ability to discuss and resolve conflicts and problems.
- Ability to build relationships to achieve good outcomes for Council employees, customers, ratepayers, and contractors.
- Excellent written and verbal communication skills and ability to write reports and prepare external correspondence.
- Strong working knowledge of IT, in particular Microsoft Outlook, excel and word.
- Ability to exercise tact and diplomacy.
- Ability to lead, work dynamically and positively contribute to a team.
- Ability to exercise initiative in the performance of duties and work with minimal supervision.
- Ability to effectively plan, organise and manage own time to achieve targets within a set timetable.
- Ability to maintain confidentiality of information and advice.
- Display and promote a positive image of Council through appearance, attitude, and performance of tasks.
- A strong customer service focus.

Expertise

Qualifications

- Qualifications, experience, or training in emergency management is advantageous.
- Driver licence required.
- Qualifications and/or experience in training and assessment of adult learners.

Specialist skills and knowledge

- A theoretical and practical knowledge and ability to interpret emergency management legislation and practices and associated legislation.
- **Be skilled in the use of Teams sites, SharePoint and excel spreadsheets.**
- Well-developed analytical, investigative, interpretative, and problem-solving skills.
- Strong communication skills, including stakeholder management and conflict resolution.
- Understanding and proficiency in the application of relevant procedures, practices, Acts and Regulations.
- Ability and willingness to embrace innovative technologies, methods, products, and processes in the pursuit of continuous improvement.
- Excellent administration and organizational skills

Experience

- Experience and a detailed knowledge of emergency management are highly desirable.
- Demonstrated experience in a similar role.
- Relevant experience in local government is an advantage.
- Awareness of current trends and issues affecting emergency management.

Health, safety and risk duties and responsibilities

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person.
- Seek assistance when unsure of how to perform a task.
- Ensure you observe, understand, and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives.
- Regularly inspect your work environment for hazards.
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor.
- Support the return to work plan for any injured worker when returning to work.

Physical requirements

Daily work will be performed in an indoor environment, as such:

- You will be exposed to those conditions normally encountered in an indoor environment.
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood.
- The work environment may include uneven surfaces and up and down stairs.
- You may be required to assist in carrying out inspections of premises and will therefore be exposed to those conditions normally encountered in an outdoor environment.