

POSITION DESCRIPTION



POSITION	POSITION NUMBER
Emergency Management Coordinator	1509
CLASSIFICATION	LOCATION
Band 6	The Phoenix
DEPARTMENT	DIVISION
Engaged Communities	Community Wellbeing
AGREEMENT	
Ballarat City Council Enterprise Agreement No. 8, 2019	

Position Objectives

- To support the Municipal Emergency Manager (MEM), in planning, preparedness, response to and recovery from emergencies that impact on the community, as required under the Emergency Management Act 1983 and 2013 and the State Emergency Management Plan.

Key Responsibility Areas

- Ensure that the Municipal Emergency Management Plan and all sub plans are prepared, maintained and distributed to the relevant agencies and stakeholders. Ensure that the Municipal Emergency Management Plan Contact list is current and complete a biannual review of all contacts in conjunction with the Municipal Emergency Manager.
- Provide support to the MEM, including meeting arrangements, minute taking, agenda preparation, etc. and the appropriate distribution of relevant materials.
- Act as an Assistant Municipal Fire Prevention Officer.
- Work outside of normal business may be required from time to time in response to emergency events.
- In consultation with the MEM, identify emergency management training needs across Council, and explore delivery options.
- Crisisworks Administrator (including trainer, system support and VPR Coordinator).
- Undertake the role of Deputy Municipal Recovery Manager.

All Employees and Volunteers

- Report hazards, incidents, injuries and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system
- Participate constructively in all forums set up to investigate, improve or communicate safety.

Management Group (including all third line Managers)

- Demonstrate safety leadership.
- Provide strategic safety direction.
- Communicate a clear set of safety goals and targets to your team.
- Measure safety performance regularly against a clear set of goals.
- Act and apply a balance of consequences as required.
- Escalate relevant safety issues of importance in a timely fashion.
- At a minimum >90% of operational health and safety plan actions are complete.
- Ensure investigations are completed and corrective actions are implemented within policy timeframes.
- Attend and participate in health and safety meetings (CHSC or Area Safety Meeting).

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- Facilitate and attend meetings where safety is an agenda item.

REPORTS TO:	DIRECT REPORTS:
Municipal Emergency Manager	N/A
ORGANISATIONAL RELATIONSHIPS	
Internal: <ul style="list-style-type: none"> • Executive Leadership Team • Municipal Recovery Managers • Municipal Emergency Management Officers • Council staff with Emergency Management roles • Other Council Staff 	External: <ul style="list-style-type: none"> • General Public • Government authorities and emergency services • Other municipalities • Community Groups and Organisations

Accountability and Extent of Authority

- Ensure that a high level of communication and information flow is maintained.
- Work unsupervised under general guidelines and having the authority to plan and organise own activities and workload to meet the goals and priorities required.
- Freedom to act in a responsible manner and when required take into account appropriate policies and procedures, ensuring that a high standard is maintained.
- Provide advice and information to council staff, partner agencies and external customers on organisational emergency management policies and practices.
- Prepare and receipt purchase orders for Emergency Management as required. Authorise payment as per Council's Purchasing Policy when appropriate.

Judgement and Decision Making

- Proven ability to select the most appropriate procedure, method, equipment and/or course of action (including delegation) to meet deadline to improve or develop new procedures where considered necessary.
- Solve problems using procedures and guidelines, and apply knowledge acquired through experience.
- A capacity for initiative and innovation in approach to all aspects of the position.
- Lead under the general guidance of the MEM or participate in the Heatwave Plan, 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 following an emergency event.
- Work with Council's Emergency Management Team to ensure that all essential services across Council are supported in the event of an emergency.

Specialist Skills and Knowledge

- Knowledge of emergency management including legislation, policies and frameworks
- Demonstrated knowledge or experience in community recovery planning.
- Proven ability to select the most appropriate procedure, method, equipment and/or course of action (including delegation) to meet deadline to improve or develop new procedures where considered necessary.

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- Knowledge and understanding of local government practices and procedures in relation to Emergency Management

Management Skills

- A high level of skill is required in managing time, setting priorities, planning and organising one's own work to achieve required outcomes often in an environment of conflicting demands.
- Ability to work generally unsupervised, providing reliable and consistent support to the MEM to aid the efficient planning and operation of the outcomes required.
- Experience to liaise with a range of Unit/Division personnel to coordinate their attendance for appointments, committee meetings and other relevant events.
- Ability to work within stringent time limits and provide quality work.
- High level communication skills, both written and verbal including report writing.

Interpersonal Skills

- Understanding of and commitment to quality customer service and teamwork.
- An ability to gain co-operation and commitment from both the public and other staff members, sometimes involving sensitive issues with aggrieved people in order to exchange information, seek advice and coordinate services and activities.
- Maintain a high level of confidentiality and discretion in the handling of a wide range of information and projects.
- Highly developed problem solving and negotiation skills.

Qualifications and Experience

- Qualifications in Emergency Management or extensive experience is desirable.
- Experience in community recovery planning and implementation in the emergency management environment.
- Demonstrated high level of communication, interpersonal and public relations skills including the ability to liaise with a broad range of stakeholders, and the capacity to deal with conflict and aggressive customers.
- Sound understanding of Office 365 systems and procedures and well-developed computer and word processing skills.
- Current Drivers license is essential.

SELECTION CRITERIA

- Qualifications and experience as listed above.
- Experience in performing the role of Deputy Municipal Recovery Manager.
- Knowledge and understanding of local government practices and procedures in relation to Emergency Management
- Demonstrated ability to manage time, set priorities, meet deadlines and work independently within established guidelines in an emergency management environment
- Strong interpersonal skills and the ability to develop relationships within relevant networks and to work in a partnership approach. Understanding and experience of community engagement in an emergency management context

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- Excellent written communication skills, including the ability to develop ideas into logical written communication, reports, plans and proposals.
- Knowledge and understanding of health and safety issues relevant to work activities and work area.