

POSITION DESCRIPTION

Position Title:	Emergency Management Support Officer		
Classification:	Band 5	Status	Full Time
Group:	Regulatory Services	Business Unit:	Emergency Management
Reports to:	Coordinator, Emergency Management		
Direct Reports:	Nil	Date:	Sept 2024

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

POSITION OBJECTIVES

The Emergency Management unit has the responsibility for the identification and development of strategies to mitigate risk (both internal and external to the organisation), promoting a culture of safety within the organisation, and ensuring that the community and the organisation are prepared for, can respond to and recover from emergencies within the Shire of Cardinia.

Cardinia Shire Council offers the opportunity to lead and develop a culture of safety within the organisation which contributes to the wellbeing of the local community in one of Melbourne's most dynamic and innovative municipalities.

This role requires a motivated and progressive individual who will;

- Support the development, implementation, monitoring and review of emergency management plans, programs, policies, and capacity building activities within Council and throughout communities within the Shire.
- Support Fire Management programs and planning throughout the shire.
- Support the provision of strategic planning and advice to the organisation with respect to emergency management.
- Foster a proactive culture focused on emergency management within the organisation and throughout communities in Cardinia.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Support the Coordinator, Emergency Management in the provision of advice to Council, the organisation and the community on Emergency Management related issues.
- Carry out functions in support of Councils role in emergency management (this may include; Deputy Municipal Emergency Resource Officer – MERO or Deputy Municipal Recovery Manager MRM).
- Support the co-ordination and administration of the Municipal Emergency Management Planning Committee including the various sub-committees.
- Support the co-ordination and administration of Councils Municipal Emergency Management Plan and sub plans, policies and frameworks as required.
- Develop and maintain emergency management evacuation plans for Council owned and managed buildings or other facilities as required.
- Through the Emergency management team, work in partnership with the community and other local, State and Federal agencies to promote Emergency Management strategies, education programs and activities which address needs in the Shire.
- Assist in the training of Shire staff and contractors in emergency management awareness and activities.
- Support the facilitation of debriefing sessions for any response operation after an emergency to examine the effectiveness of the MEMPlan and its sub plans.
- Assist with the maintenance of Councils Emergency management capability and ensure it at a level of readiness to respond to an emergency if required.
- Provide support and assistance across the full spectrum of emergency management i.e. preparing for, responding to or recovery from emergencies as required.
- Carry out the function in relation to the annual Fire inspection program including fulfilling the role of Deputy Municipal Fire Prevention Officer.
- Support the annual Fire inspection program through ongoing customer contact, via phone and letter.
- Support the annual Fire inspection program infringement process.
- Undertake other duties as required (this will involve out of hours requirements especially during emergency events).

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to and promote HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The position has freedom to act within these parameters but will also support the Coordinator Emergency Management to develop policy and provide strategic planning and advice to increase the effectiveness of Council's activities in this area.
- Freedom to act set by clear objectives with frequent consultation with supervisor and a regular reporting to ensure adherence to plans.
- Decisions and actions taken are subject to review by the supervisor.
- Act in accordance with position objectives, with regular reporting to ensure adherence to position goals and objectives.
- Make operational decisions within the scope of work allocated.
- Accountability for the quality, accuracy and effectiveness of work produced.
- Freedom to act in accordance with legislative requirements and organisational policies and processes.

JUDGMENT AND DECISION MAKING

- Investigate and analyse a range of data and support the preparation of reports for management consideration.
- Ability to identify areas of improvement and support the Coordinator, Emergency Management to implement changes.
- Ability to make a determination on properties within the shire in line with fuel management and fire risk guidelines.
- Objectives of the work usually well defined, but method, technology, process or equipment must be selected from a range of available alternatives.
- Guidance and advice is usually available within a time to make a decision.
- May involve problem solving using guidelines, professional/technical knowledge or experience.

SPECIALIST KNOWLEDGE AND SKILLS

- Good understanding of emergency management requirements, processes and trends, including relevant and emerging legislation in relation to emergency management.
- Ability to develop and maintain effective relationships with a diverse range of stakeholders to achieve desired outcomes.
- Ability to research and analyse information and prepare reports for consideration.
- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- An understanding of the long-term goals of the wider organisation and of its values and aspirations and a understanding legal and political context in which it operates.
- Possess a knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.

MANAGEMENT SKILLS

- Ability to ensure accuracy of written and verbal communication in a busy environment.
- Ability to operate in an environment with demanding workloads and time constraints.
- Develop and implement processes and provide support to the organisation when change is required.
- Ability to manage own time, set priorities and achieve targets within allocated budgets and resourcing, and where appropriate, that of other employees.
- Contribute to a collaborative and innovative values-based culture.
- Foster innovation and make suggestions to improve work practises and processes.

INTERPERSONAL SKILLS

- Possess excellent communication and interpersonal skills with the ability to clearly articulate and present information as required.

- Ability to work independently yet be an effective member of a multidisciplinary team.
- Ability to gain the cooperation, assistance and trust of other employees with the organisation.
- Provide high-quality support and guidance with a demonstrated ability to work collaboratively.
- Proven ability to build and maintain productive and respectful relationships.
- Proven ability to maintain high levels of confidentiality.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to employees.

QUALIFICATION

- Tertiary qualifications (degree or diploma) in related field, industry qualification and/or equivalent experience in a comparable environment.
- Communication and interpersonal skills with the ability to clearly articulate and present information as required.
- A current Victorian Drivers Licence

KEY SELECTION CRITERIA

- Sound understanding of all aspects of emergency management.
- Communication, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- Able to make sound decisions based on experience and good judgement.
- Ability to deal effectively, diplomatically and confidentially with enquiries and concerns.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to employees.
- Well-developed project support skills.
- A high level of computer literacy: proficient in the use of Microsoft Office applications and one or more relevant specialist software packages.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure This is a full time ongoing position.

Pre-employment checks All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check

