



Position Description

Position Title:	Coordinator Emergency Management and Resilience (PN 2305)		
Position Type:	Permanent Full-time		
Department:	Operations		
Date Approved:	July 2024	Version Number:	1
Hours per week:	35	Award Classification:	Band 3 Level 2
FTE	1	Salary Classification	Grade 5

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employee's key performance indicators as part of their annual performance review. Position Descriptions may be amended from time to time in accordance with the business needs and in consultation with the incumbent of the position.

1. Primary Objective (Role Purpose)

Represent and coordinate Council's response in the recovery planning phase following disaster and for implementing resilience capacity building activities that benefit both community and Council in the times between. Additionally, this role will take the lead on providing advice to the organisation on climate change and developing adaptation plans to mitigate its impacts.

2. Key Accountabilities

- Establish and maintain effective networks with internal and external stakeholders to liaise and work collaboratively in relation to emergency preparedness, prevention, response and recovery operations.
- Guide Council's response to events and perform the legislative duties of the Local Emergency Management Officer and provide support to the Local Emergency Management Committee in times of enactment.
- Collaborate with stakeholders to maintain currency of Emergency Management and Recovery Plans and associated emergency management procedures that guide Council's activities in disaster management and recovery.
- Coordinate and engagement of stakeholders in emergency management and recovery scenario planning exercises.
- Coordinate Natural Disaster Relief and Recovery Arrangements and applications.
- Deliver the outcomes identified in Council's Disaster Resilience Framework aimed at improving long term resilience for Council and community.
- Establish partnerships and seek funding opportunities to deliver innovation in community recovery capacity and disaster risk reduction.
- Work collaboratively with community groups to increase awareness and preparedness for disaster and assist communities in preparation of recovery plans that build capacity of residents to respond based on location.
- Actively involved with the Bush Fire Management Committee.
- Lead the development and assist in implementation of climate change adaptation plans, providing advice to the organisation on climate change impacts and strategies to mitigate these impacts.

3. Core Competencies (Knowledge Skills and Experience)

Qualifications

- Tertiary qualifications in Disaster and Emergency Management or related field and /or demonstrated experience in similar role.
- Tertiary qualifications or demonstrated experience in Community Development or Engagement.

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Experience

- High level understanding of emergency management, especially in preparedness, recovery and resilience.
- High level of understanding of Climate Change and Adaptation Plans.
- Demonstrated experience in collaboration, negotiation and communication.
- Experience in Local Government (desirable).

Skills

- Ability to establish and maintain relationships with people at all levels, promote harmony and consensus and build effective partnerships across business areas, functions, community groups and organisations.
- Ability to analyse issues from different perspectives, to draw sound inferences from information available and to propose workable solutions.
- Capacity to work independently and as a team member in a demanding, and at times unpredictable environment, together with excellent organisational and time management skills.
- Ability to be flexible, as some social recovery initiatives will need to be done during evenings/weekends.

4. Supervision Received

This role reports to the Deputy General Manager Operations.

5. Supervision Exercised

Nil. Occasional grant funded positions may report to this role. Indirect reports vary during times of emergency response.

6. Delegations

The Coordinator Emergency Management and Resilience will exercise the functions of the Council as delegated to the position.

7. Council Overview

Bellingen Shire Council Local Government Area covers approximately 1,600 square kilometres and has an estimated population of 13,219. Bellingen Shire Council is the gateway to the world heritage listed Dorrig National Park and has an abundance of natural assets. The Local Government Area is home to significant local and state infrastructure and Waterfall Way is a key east, west commuter corridors between the Pacific Highway and the New England Highway. Council is committed to being connected, sustainable and creative.

8. Our Values



Service Ethic /
Commitment



Professionalism



Respect



Teamwork



Integrity



Communication

The guiding principles of respect, professionalism, integrity, teamwork, communication, and service commitment define how Bellinghen Shire Council strengthens its working environment to deliver on the aspirations of our community.

9. Expected Behaviours

All employees must adhere to Council's Code of Conduct and undertake their role in accordance with the policies and procedures of Council.

Council is committed to the following important principles and practices:

Workplace health and safety (WHS)

All employees have responsibility for implementation of our WHS systems and procedures and to ensure they work in a manner that maintains the safety, health and welfare of themselves and others at the workplace.

A professional working environment free from discrimination, harassment, and victimisation

It is the responsibility of all employees to ensure that proper standards of the conduct are upheld in the workplace. Behaviour which contravenes these standards will not be tolerated.

Economic, environmental, and social sustainability

Employees are required to consider these three strands of sustainability in all work-related decisions. In addition, employees are expected to adopt work practices consistent with this commitment and take action to reduce waste, prevent pollution and minimise the use of natural resources and energy.

10. Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding, and accepting the contents of this document. I accept that, with consultation, my duties and delegations may be modified by Council from time to time as necessary.

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