

Job Title & Position Number: Coordinator Emergency Management (Ref: 1186)

Level: 10

Line Manager: Manager Regulatory Services

Direct Reports: Emergency Operations Officer
Emergency Training Officer

Location: Civic Centre

Date Reviewed: April 2024

1. Job Purpose

This position is responsible for ensuring the mid-west region is prepared for and able to respond to and recover from disaster and emergency events. This includes but is not limited to, ensuring compliance with all legislative and policy requirements in relation to Disaster/Emergency Management, coordinating the activities of the Local Emergency Management Committee and assisting the Council in preparing, preventing, responding and recovering from bushfire and other natural hazard emergencies.

The position will also ensure an across Council approach to emergency management by creating and maintaining stakeholder engagement to support the regions ability to prepare, respond and recover from an emergency.

2. Organisational Context

The position of Coordinator Emergency Management is part of the Regulatory Services branch within the Development Services Department. In total, three (3) branches report to the Development Services Director. Other branches include City Growth and Property Services.

3. Key Accountabilities

Policy and Compliance

- Ensure the City complies with all legislative and policy requirements in relation to Disaster/Emergency Management.
- Ensure the appropriate local emergency management arrangements, resources, plans and policies are in place.
- Provide high level advice on current and emerging issues that impact on disaster management activities including mitigation and policy development.

- Incorporate lessons learned from previous events into planning, policy and procedure improvements.
- Prepare and manage the review and maintenance of the City's Disaster Management Plans, sub-plans, operational procedures, Registers and Emergency coordination procedures in accordance with legislation and best practice.
- Review all relevant State Emergency Management Plans and legislation under review and coordinate high level responses.

Planning and Coordination

- Lead the City's Planning, Preparation, Response and Recovery phases of a disaster or emergency event within the City boundaries.
- Coordinate the activities of the Local Emergency Management Committee (LEMC).
- Manage Council's Natural Disaster Relief and Recovery Assistance (NDRRA) claims.
- Prepare, develop, implement and continually improve the Local Emergency Management Plan.
- Coordinate directly with the Department of Fire Emergency Services (DFES) and State Emergency Services (SES).
- Manage the preparation of reports, submissions, grants and other correspondence on a broad range of complex mitigation and management issues.

Strategy

- Manage the development and maintenance of strategic partnerships with a range of stakeholders.
- Provide strategic guidance and direction to enhance disaster/emergency management within the region.
- Develop and implement a community education program to enhance community resilience through preparation and planning for disaster events.
- Facilitate the mitigation of fire and other hazards on the community by coordinating a range of strategies in partnership with the community, local governments, DFES and volunteers.

Training and Preparedness

- Prepare and manage exercises for the Local Disaster Group and Disaster Coordination Centre to test planning and procedures and implement improvement opportunities.
- Ensure that local bush fire brigades are adequately trained, supported and resourced.
- Supervise and provide guidance to internal and external stakeholders such as landowners, SES and Bush Fire Brigades.
- Project manage specific emergency management projects.
- Engage the community in emergency management education/community liaison.

- Ensure the implementation and delivery of fire preparedness, prevention, response and recovery services.
- Provide leadership and expert technical and professional advice to the emergency volunteer groups.
- Establish ongoing education plans to provide adequate emergency management training for Council staff and for stakeholders.
- Maintain situational awareness regarding national and international trends in emergency/disaster management to inform disaster management planning processes to ensure best practice.

Frontline Duties:

- Provide an all-hours response in times of emergency.
- Provide excellent customer service and actively work to solve customer complaints.
- Carry out the role of the Executive Officer for the City and combined LEMC.
- Carry out the role of Local Recovery Coordinator as per the Emergency Management Act 2005.
- Assist in the management of mitigation of bushfire risk on Council managed land.
- Conduct the inspections and subsequent enforcement pursuant to the First and Final Notice issued by Council under Section 33 of the Bush Fire Act 1954.
- Other duties as reasonably directed within skills, training and experience.

4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in performance management processes; participates in L&D activities including induction, recruitment, and succession planning.
- **WHS** – Ensure duty of care compliance with WHS legislation and follow all health, safety and injury management processes appropriately, including the reporting of injuries, incidents, damage events and near misses.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all relevant legislation, including but not limited to workplace discrimination, harassment, victimisation, bullying, fraud and corruption while ensuring compliance with the City's Code of Conduct and all City policies.
- **Records Management** - Ensures all documents are recorded in accordance with the City's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.

- **Budgets** – Manage the operational budget to ensure that expenses are controlled and monitored accurately. Report on budgetary deviations and develop strategies to enable forward planning as required.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the City's strategic objectives as required.
- **Values** - create a positive working environment while upholding the City's STARS:

<p>SERVICE</p> <ul style="list-style-type: none"> • <i>We will make customers the focus of everything we do.</i> • <i>Our service will be fair, flexible, innovative and reliable.</i> • <i>We will show genuine concern for customers.</i>
<p>TRUST</p> <ul style="list-style-type: none"> • <i>We will trust the foundation of all relationships.</i> • <i>We will rely and depend on each other.</i> • <i>Our communications will be open and genuine.</i>
<p>ACCOUNTABILITY</p> <ul style="list-style-type: none"> • <i>We will honour our commitments.</i> • <i>We will take responsibility for our own actions.</i> • <i>We won't blame others.</i> • <i>We will hold each other accountable for our actions and behaviours</i>
<p>RESPECT</p> <ul style="list-style-type: none"> • <i>We will treat others like we would like to be treated.</i> • <i>We will listen before we talk.</i> • <i>We will seek and value the contributions of others.</i>
<p>SOLIDARITY</p> <ul style="list-style-type: none"> • <i>We will be united in our decisions.</i> • <i>We will be united in our actions.</i> • <i>Our strengths will come from interdependence.</i>

5. Selection Criteria

All criteria essential unless otherwise stated.

Qualifications & Experience

- Degree in Emergency Management or related discipline and relevant experience or lesser qualification with significant experience
- Advanced Diploma in Leadership and Management
- Class C Driver's Licence
- National Police Clearance (not more than three months old)

- Extensive demonstrated practical experience within a similar role involving emergency management and/or firefighting procedures (completion of appropriate Emergency Operations training through the West Australian Government) or demonstrated high level knowledge and understanding of disaster management issues and concepts
- Thorough knowledge of and experience with legislation, regulation and Codes of Practice that impact on emergency management and a high level of experience in developing, implementing and maintaining up to date strategies which integrate with other relevant policies and decision making frameworks
- Extensive experience in project management of significant complexity within a political environment with varying stakeholders
- Proven experience in the application of the risk management standard as it applies to community risk, particularly in relation to community vulnerability planning
- Demonstrated experience in creating and maintaining stakeholder engagement in the emergency management or other community based area.

Skills & Knowledge

- Highly developed negotiation, problem solving and conflict resolution skills to enable effective liaison with all people at all levels and to persuade others to adopt particular methods or strategies where there are conflicting interests and opinions
- Ability to take command and successfully manage fire and emergency operations
- Well-developed analytical, numeracy, financial management and administration, written, verbal and report writing skills
- Developed sense of initiative, with the ability to work autonomously or in a team environment, and accept accountability and responsibility for own actions
- Excellent level of computer proficiency including the use of Microsoft Office, email and internet applications
- Sound time management skills, with the ability to work under pressure, and be well organised
- Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles