

Job Title & Position Number: Emergency Operations Officer (Ref: 747)

Level: 7/8

Line Manager: Coordinator Emergency Management

Direct Reports: Nil

Location: Emergency Services Centre and Civic Centre

Date Reviewed: June 2017

1. Job Purpose

To provide leadership and management of the City's Bush Fire Brigades, Fire Control Officers and associated resources. This role will maintain Emergency Management plans, arrangements and operational readiness including training and developing Incident Management capabilities within Council and volunteers.

2. Organisational Context

This position is part of the Engineering Services branch within the Infrastructure Services department. In total, 5 branches report to the Infrastructure Services Director. Other branches include Fleet Services, Project Design & Delivery, Maintenance Operations and Sport & Leisure.

3. Key Accountabilities

Frontline Duties:

- Perform the Chief Bush Fire Control Officer role for the City of Greater Geraldton.
- Manage the City's Fire Control Officer network, Bush Fire Brigades, volunteers, fire appliances and equipment (including PPE).
- Participate in a shared group call arrangement in response to 000 and other emergencies. The incumbent would manage, or assist in managing incidents either verbally (phone) or in person (on a fire-ground/site of emergency).
- Provide fire-ground leadership to Bush Fire Brigades and/or other response units where necessary, including undertaking the role of Incident Controller at complex level 1 incidents, or at incidents of a protracted duration.
- Support and mentor Brigade leaders and Fire Control Officers to perform the role of Incident Controller at level 1 incidents.

- Perform the Local Recovery Coordinator role as specified in the Emergency Management Act 2005.

Policy and Coordination:

- Maintain the CGG Local Emergency Management Arrangements, and assist Coordinator to manage special Emergency Management issues including Abrolhos Islands and the Batavia Regional Emergency Management Committee and associated plans (incorporating Shire of Chapman Valley & Shire of Northampton).
- Subject to future agreement(s), provide Emergency Management related services to neighbouring Local Government Authorities if requested.
- Manage Harvest & Vehicle Movement Bans and associated communications, as well as the City's prescribed burning programme.
- Interact with the Department of Fire & Emergency Services to ensure the City and volunteers receive and comply with training requirements, Departmental technical directions, new legislation, etc.
- Act in accordance with direction from the Coordinator Emergency Management, the Executive Management Team and Chief Executive Officer of the City of Greater Geraldton.

Training and Preparedness:

- Coordinate training of volunteers and nominated staff to ensure operational competency, appropriate qualifications for tasks undertaken, and maintenance of training to ensure volunteers and staff remain qualified and proficient.
- Manage training in accordance with CGG Bush Fire Brigades Local Law (under review) to ensure proposed minimum training standards are met for operational staff and volunteers (when approved).
- Prepare and manage exercises to test plans and procedures, and implement improvement opportunities, for volunteers, staff and committees.
- Be prepared to undertake an Incident Management Team role (as defined in the Australasian Inter-Service Incident Management System) in response to an actual incident or as part of a pre-formed team, to support the safe resolution of an incident.
- Deploy volunteers / resources outside the Local Government Area when formally requested, in consultation with Coordinator Emergency Management.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in performance management processes; participates in L&D activities including induction, recruitment, and succession planning.
- **OH&S** – Ensure duty of care compliance with OH&S legislation and follow all health, safety and injury management processes appropriately, including the reporting of injuries, incidents, damage events and near hits.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all EEO legislation covering all forms of workplace discrimination, harassment, victimisation and bullying; 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>
<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>

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| <ul style="list-style-type: none">• <i>Our strengths will come from interdependence.</i> |
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5. Selection Criteria

All criteria essential unless otherwise stated.

Qualifications and Experience

- Degree qualification in Emergency Management or related discipline and relevant experience, or lesser qualification with significant experience
- Diploma of Leadership & Management
- Accredited Level 1 Incident Controller and completion of Fire Control Officer training, or demonstrated equivalent competencies.
- Experience in fire suppression (preferably bushfire) including offensive and defensive firefighting strategies.
- Experience in the fire / emergency services industry, including experience with Local Government and other agencies.
- MR Class Driver's Licence
- Cert IV Training & Assessment qualification or DFES Workplace Trainer Assessor qualification or demonstrated equivalent competency (desirable)

Knowledge and Skills

- Comprehensive knowledge of applicable legislation and statutory intent including Bush Fires Act 1954 and Emergency Management Act 2005.
- Demonstrated competence in fire or emergency related incident management including Australasian Inter-Service Incident Management System or equivalent systems.
- 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 conflicting interests or opinions arise.
- Excellent level of computer proficiency including Microsoft Word, Excel, email and internet applications
- Developed sense of initiative, ability to work autonomously or in a team environment, and accept accountability and responsibility for own actions.
- Demonstrated values of service, trust, accountability, respect, solidarity and a commitment to quality and continuous improvement principles.