

POSITION DESCRIPTION

COMMUNITY RECOVERY OFFICER – AGRN1242

Award Classification	Victorian Local Authorities Award 2001 – Band 6
Directorate	Community & Planning
Reports to	Manager Fire Recovery
Supervises	Nil
Approved By	Director Community & Planning, January 2026

OUR GUIDING PRINCIPLES

Strathbogie Shire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

- **Progressive & Responsive** – We are leaders in local government innovation and are responsive to the community.
- **Fair & Consistent** – We are fair and consistent in our thinking, actions and decisions.
- **Open & Honest** – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.
- **Selfless & Inclusive** – We take a “Shire First” approach and value the participation and opinion of all

POSITION OBJECTIVES

- A significant bushfire event occurred across Strathbogie Shire Council in January 2026 and resulted in widespread and catastrophic damage to dwellings, community infrastructure, roads and drains, trees and vegetation, power, telecommunications, water supplies across the municipality. Reference AGRN1242.
- Support the planning and delivery of recovery activities and the implementation of the Strathbogie Recovery Plan/s.
- Work with a diverse range of individuals, community groups, impacted businesses as well as relevant support organisations.
- Engage with a range of service providers to support the delivery of the Recovery Plan/s and support for all Strathbogie communities to build capacity for future emergencies.

KEY RESPONSIBILITIES AND DUTIES

Emergency Management

- Respond in the event of a disaster as per assigned key duties and responsibilities documented in Council's Emergency Management arrangements and Business Continuity Plan.
- Work on weekends and evenings dependant on the requirements of programs, projects, and community consultations.
- Participate in an on-call roster and available for duty in the event of an emergency. Provide effective financial administration and compliance to Council's Procurement Policy and Procedural Guidelines, undertaking preparation, management and reporting of any allocated budget

Event Management

- Identify funding opportunities and assist or lead the preparation of funding applications for bushfire recovery activities.
- Collate, assess, and interpret Crisisworks service data to support council decision making and strategic direction in relation to community programs.
- Coordinate and facilitate bushfire relief and recovery events and activities.
- Assist event organisers to understand their obligations in relation to compliance
- Collate results of event evaluations and prepare reports for event organisers and Council
- Organise post event debrief meetings

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Communications

- Support the advocacy to relevant stakeholders utilising Council's Community Engagement policies where relevant to Council activities.
- Support the development and use of social media platforms in line with Council's Social Media Policy.
- Monitor, analyse and keep statistical records of all media and social media for inclusion in reporting.

Community Development

- Develop and promote programs and resources for building community emergency resilience with a particular focus on at-risk community members.
- Build and maintain an effective relationship with Council staff and emergency agency stakeholders to maximise opportunities for community recovery and preparedness in Strathbogie.
- Collaborate on key projects with other resilience focused positions across the organisation.
- Identify and report emerging issues and gaps in recovery resources as required.
- Participate in health and wellbeing activities and programs.
- Utilise Crisisworks data to inform planning and evaluation of recovery activities.

Project Management

- Manage the administration, evaluation and reporting of the Bushfire Recovery Program
- Monitor allocated funds within Bushfire Recovery Program requirements and provide support to the broader Community Recovery team.
- Establish timelines and provide regular project updates, reports, and other relevant correspondence.
- Contribute to a work plan and budget which will include, activities, timelines, and performance indicators for supporting community preparedness, resilience, and recovery.
- Maintain a flexible approach to the planning and development of relevant projects and plans to meet evolving community needs.
- Work collaboratively and promote cross functional cooperation by contributing to and participating in organisational project teams as required.
- Support other key business areas in Council to deliver the actions identified by the Municipal Recovery Committee.
- Support in the delivery of relief and recovery services.
- Document all communications – phone calls, enquires, and requests.

OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of their duties to prevent injury to them and others.
- The position is responsible for complying with the Council's Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.

RISK MANAGEMENT

- Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation.
- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.

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ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The freedom to act is bound by policies, legislation, standards, codes of practice and/or budgets limited to programs and project management.
- To conduct investigative and analytical tasks.
- Impact of decisions can be wider reaching across the organisation but would always be subject to review or appeal.

JUDGEMENT AND DECISION MAKING

- Act within Statute and Council Policy and refer to Supervisor for decisions on any matter which may have an adverse effect on Council Policy, reputation, or budget.
- Use specialist knowledge and skills for problem solving.
- Determine whether service deliverables are in accordance with Council's strategic and performance standards and raise any matters with supervisor.
- Ability to consider problems, research, and present suitable solutions.
- Guidance and advice will usually be available.

SPECIALIST KNOWLEDGE AND SKILLS

- Ability to identify and implement business improvement opportunities.
- Knowledge of commercial and business management strategies and practices
- Understanding of the key issues and opportunities impacting regional Victoria and Local Government
- Understanding of the long-term goals of the wider organisation.

MANAGEMENT SKILLS

- Manage time, set priorities, plan and organise one's own work and that of other employees to efficiently achieve specific and set objectives within a set timetable.
- Administration, coordination, and scheduling skills to achieve desired outcomes.
- Understanding of, and ability to implement personnel practices for staff and volunteers to ensure compliance with Occupational Health and Safety legislation, Risk Management requirements, Council policies and procedures.
- Timely delivery of service deliverables in accordance with approved strategic and operational plans, frameworks, and budgets.
- Contribute to the planning, management, maintenance and renewal of Council's assets as part of Council's integrated planning framework and in accordance with Council's Asset Management documented roles and responsibilities.

INTERPERSONAL SKILLS

- Ability to assist in the coordination of staff, volunteers, contractors, equipment, and materials efficiently and effectively.
- Ability to gain cooperation and assistance from Council staff, stakeholders, and members of the public.
- Highly developed interpersonal communication and decision-making skills.
- Problem solving skills that achieve win-win outcomes.
- Demonstrated ability to communicate effectively at all levels of the organisation.
- Strong public speaking and presentation skills.
- Ability to work autonomously when required.
- Ability to provide responsive, timely and high-quality follow-up to enquiries, service requests and complaints from all customers.

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QUALIFICATIONS AND EXPERIENCE

- Degree or diploma in a relevant field, with some relevant experience or lesser formal qualifications combined with substantial relevant experience.
- Demonstrated experience working with government funding bodies.
- Experience in submission writing, report writing and delivery of presentations.
- Valid driver's licence
- Valid National Criminal History Check
- Valid Victorian Working with Children's Check

Desirable

- Local Government experience and knowledge
- Experience working in disaster recovery

KEY SELECTION CRITERIA

Essential

- Relevant qualifications and experience
- Exceptional writing skills for:
 - Submission writing
 - Internal and external report writing
- Ability to deliver community-based programs within all relevant constraints.
- Demonstrated ability to develop and maintain strong community-based partnerships with formal and informal groups.
- Experience in the administration of external grant funded projects for community led emergency preparedness to support the Bushfire Recovery Program.
- Demonstrated Ability and experience in delivering a project with a high level of autonomy.
- Maintain a current driver's licence.

Desirable

- Tertiary qualification in a professional discipline which involves, community engagement, social work, or emergency management is highly desirable.
- Previous experience of coordinating recovery centres or outreach teams is highly desirable.
- Experience with Crisis works is desirable.

TERMS AND CONDITIONS OF EMPLOYMENT

The Community Recovery Officer position is classified as a Band 6 within the Strathbogie Shire Council Enterprise Agreement 2023. The salary range for this position is within Band 6 plus superannuation in line with legislation and Income Protection per annum commensurate with qualifications and experience. Normal hours are between 8.45am and 5.30pm with a 45 minute lunch break, Monday to Friday. Membership of a superannuation fund is compulsory (default fund is Vision Super). Annual, sick and long service leave accruals will apply in accordance with the Victorian Local Authorities Award 2001 and the Strathbogie Shire Council Enterprise Agreement 2023.

SIGNATURES

EMPLOYEE

Name:

Signed:

Date:

DIRECTOR COMMUNITY & PLANNING

Name:

Signed:

Date: