

## Emergency Management Officer

<b>Award Classification</b>	Victorian Local Authorities Award 2001 – Band 7
<b>Directorate</b>	Community & Planning
<b>Reports to</b>	Manager Community Safety
<b>Supervises</b>	Nil
<b>Approved By</b>	Director Community & Planning

## 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

- The Emergency Management Officer will coordinate the planning, implementation, and ongoing review of the Council’s emergency management responsibilities in accordance with the Emergency Management Act, and State Emergency Management Plan, and Municipal Emergency Management Plan.
- The position also provides support to the Municipal Emergency Management Officer (MEMO) and Municipal Recovery Manager (MRM), Municipal Fire Prevention Officer (MFPO), and the Municipal Emergency Management Planning Committee (MEMPC) with the delivery of their legislated roles and responsibilities.

## KEY RESPONSIBILITIES AND DUTIES

- Participate in the delivery of emergency management training, awareness, documentation, and exercises.
- Coordinate the review, continuous improvement, and validation of all plans related to municipal emergency management, including sub-plans.
- Contribute to the planning and improvement of the Council Emergency Operations Centre (CEOC) and Emergency Relief Centres (ERC).
- Good skills and knowledge of undertaking risk assessments, audits, and investigations
- Understand relevant state and local government legislation and emergency management planning.
- Community engagement and facilitation (desirable).
- Administration of committees and networks.
- Attend and participate in the Municipal Emergency Management Planning Committee and Municipal Fire Management Planning Committee meetings. As required, perform the roles of the Municipal Emergency Management Officer (MEMO), Municipal Recovery Manager (MRM), and Assistant Fire Prevention Officer (AFPO).
- Actively participate in the preparation of, response to, and recovery from emergencies and critical incidents.
- Work collaboratively with internal and external stakeholders.
- Carry out other duties commensurate with skills and abilities as deemed reasonable and appropriate, to the role as directed from time to time.
- Participate in council’s emergency evacuation training and response arrangements.

### OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a solid commitment to workplace health and safety and effective organizational and public risk management and must take all reasonable care in performing their duties to prevent injury to themselves 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 considering other staff members. Responsibility includes correctly using equipment and identifying and reporting workplace incidents and hazards.

### RISK MANAGEMENT

- Accountable for implementing and maintaining sound risk management within the areas of responsibility and in accordance with the Council's Risk Management Policy. Create an environment where managing risk is accepted as the personal responsibility of each employee.

### ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Manage the effectiveness and continuous improvement of Council's emergency responsibilities and capability with support and supervision from the Manager.
- Manage the relevant Emergency team/s to deliver services and be governed by policies, objectives, and budgets, with a regular reporting mechanism to ensure the achievement of goals and objectives.
- Provision of expert advice and periodic reports to internal and external stakeholders at all levels that relate to the position's responsibilities.
- The freedom to act is subject to regulations, policies, and regular supervision. The effect of decisions and actions taken in this Band on individual clients may be significant, but it is usually subject to appeal or review by more senior employees. Have a formal input into policy development within their area of expertise and/or management. Support the achievement of annual objectives as detailed in the Annual Business Plan and Performance Development Assessment.

### JUDGEMENT AND DECISION MAKING

- Ability to solve problems utilising independent judgement, initiative and experience, and/or professional and technical knowledge, or where problems are unprecedented, applying learned theories and techniques to new situations and the need to recognise when these established techniques are not appropriate.
- Guidance and advice are usually available. The work may involve improving and/or developing methods and techniques generally based on previous experience.

### SPECIALIST KNOWLEDGE AND SKILLS

- Understand relevant state and local government legislation and emergency management planning.
- An understanding of the multi-agency nature of emergency management in Victoria and an appreciation for the strategic importance of collaborative decision-making.
- Broad technical knowledge of the impact of natural disasters on communities, economy, and the environment.
- Strong understanding of the delivery of emergency relief services and recovery processes.
- Knowledge and understanding of community-led emergency management and community engagement principles and practice.
- Demonstrated knowledge of and ability to interpret and apply relevant legislation, local government best practice, and Council policy in line with the role's responsibilities.

## POSITION DESCRIPTION

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- Understanding of the long-term goals of the broader organisation and of its values and aspirations and of the legal and political context in which it operates.
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### MANAGEMENT SKILLS

- An understanding and ability to implement personnel policies and practices including awards, equal opportunity, occupational health and safety policies, recruitment and selection procedures and techniques, and employee development schemes.
  - Skills in managing time, setting priorities, and planning and organising own work and, where appropriate, that of other employees to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
  - Ability to delegate work and authority without compromising safety, quality, and efficiency.
  - Set and monitor achievable and challenging performance goals and indicators for the staff and processes for the business unit.
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### INTERPERSONAL SKILLS

- Ability to gain cooperation and assistance from clients, members of the public and other employees in administering broadly defined activities.
  - Ability to motivate and develop employees.
  - Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems and with other employees within the organisation to resolve intra-organizational problems.
  - Verbal communication abilities with the assertiveness and confidence to relate information and resolve possible conflicts.
  - High-level written skills to assist with the development of clear and accurate preparation of Council reports and correspondence and conduct presentations for senior management, executive and / or council.
  - Proven ability to work as a team member, including supporting, communicating and problem-solving associated matters within the team.
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### QUALIFICATIONS AND EXPERIENCE

- Degree or diploma course in Emergency Management or substantial experience in the field.
  - Knowledge of municipal emergency management arrangements, legislation, standards, systems, and practices.
  - Emergency management planning, preparation, response, and/or recovery.
  - Qualifications, experience or previous training in risk management and/or emergency management planning and response.
  - Community engagement and facilitation (desirable).
  - Administration of committees and networks.
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### KEY SELECTION CRITERIA

- Qualifications and or relevant experience in emergency management or other relevant disciplines. • Demonstrated experience working in emergency management.
  - Demonstrated knowledge of current changes to municipal emergency management arrangements in Victoria.
  - Communication skills, including interpersonal, writing, presentation, consultation, and conflict resolution skills.
  - An understanding of the multi-agency nature of emergency management in Victoria and an appreciation for the strategic importance of collaborative decision-making.
  - High level of computer literacy, including Microsoft applications, ARC GIS & Nearmap work platforms, Emergency Management Common Operating Picture (EM-COP), and Crisisworks
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## POSITION DESCRIPTION

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- Strong risk analysis skills and experience in planning and implementation in a risk management and/or emergency management environment.
  - Demonstrated project management skills and the ability to plan, monitor and prioritise work utilising effective time management and organisational skills.
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## TERMS AND CONDITIONS OF EMPLOYMENT

The Emergency Management Officer position is classified as a Band 7 within the Strathbogie Shire Council Enterprise Agreement 2023. The salary range for this position is within Band 7 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.

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## SIGNATURES

### EMPLOYEE

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**Name:**

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**Signed:**

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**Date:**

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