

POSITION DESCRIPTION



Emergency Preparedness Project Officer

Position Summary

The Emergency Preparedness Project Officer will be responsible for the delivery of the State Government funded Preparing People, Properties & Pets Project. Through this project, the Officer will plan, prepare and deliver several initiatives aiming to reduce the risk of bushfire and to build community resilience.

Position details

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| Directorate | Community Wellbeing |
| Department | Community Partnerships (0.4FTE) |
| Appointment Type | Part-Time Fixed Term Contract (6 months) |
| Classification | Band 5 |
| Location | Maryborough Office. All employees may be directed to move either permanently or for temporary periods of other locations within the Shire due to operational requirements |
| Reports to | Emergency Management Officer |
| Supervises | Nil |
| External relationships | DEECA (funding body) Northern Victoria Emergency Management Cluster of Councils Emergency Management agencies Community organisations Community members |
| Internal relationships | Community Partnerships Team Community Engagement Team Emergency Management staff |
| Date PD approved | September 2024 |

Key responsibilities and duties

The Emergency Preparedness Project Officer will be responsible for the delivery of the State Government funded Preparing People, Properties & Pets Project.

Key project activities include:

- Engagement with key internal and external stakeholders, establishment of Project Control Group and co-ordination of monthly meetings to guide project delivery
- Desktop research to assess available data and take learnings from approaches taken by other Councils in relation to emergency preparedness and community resilience building.
- Targeted consultation and engagement with key organisations
- Refine project delivery plan and deliver activities within planned timeline and budget
- Development of communications plan and localised resources to raise awareness of project activities
- Delivery of community engagement, information sharing and capacity building events
- Project reporting, evaluation and acquittal to funding body

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Organisational responsibilities

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| Council values | <ul style="list-style-type: none">• Demonstrate and encourage behaviour in line with the Council's adopted values |
| Customer Service | <ul style="list-style-type: none">• Accountable for the department complying with the Customer Service Charter. |
| Behaviour | <ul style="list-style-type: none">• Demonstrates behaviour of the highest of integrity; free from bullying, harassment and discrimination.• Abide by the Code of Conduct |
| Risk management and OHS | <ul style="list-style-type: none">• Identify, manage and minimise risk to Council.• Contribute to the Council's Risk Register.• Ensure that all OH&S obligations are met |
| Corporate records | <ul style="list-style-type: none">• Ensure the department maintains Council records:<ul style="list-style-type: none">◦ within the approved record management system; and◦ in an accurate and timely manner. |
| Legislative framework | <ul style="list-style-type: none">• Accountable for all legislative and regulatory obligations relevant to the department. |
| Emergency management | <ul style="list-style-type: none">• May be required to assist municipal emergencies as detailed in Council's Municipal Emergency Management Plan. |

Accountability and extent of authority

- Accountable for achieving the outcomes of the Preparing People, Properties & Pets Project Plan
- The position is responsible for the accuracy and timeliness of own work and for the provision of professional and courteous customer service (whether internal or external).
- Position has authority to represent Council on the specific project being implemented. The position can make recommendations on project and process improvements.

Judgement and decision making

- Sound judgement in relation to project risks is required. Day to day decisions may be made within the bounds of the approved program and budget.
- Guidance and advice will usually be available in time to make an appropriate decision
- Provide specialist advice to community and use judgement to refer complex enquiries to the relevant organisation or personnel.

Specialist skills and knowledge

- Understanding and experience in the application of theory of emergency management, community engagement and community development principles.
- Demonstrated knowledge and understanding of emergency management preparedness, the role of local government in this area and approaches to facilitate community-led resilience.
- Demonstrated ability to plan, deliver, monitor, and evaluate place-based community projects.
- Capacity for initiative and innovation in approach to all aspects of the position.
- Understanding of the Information Privacy and Occupational Health & Safety Acts, to ensure the sensitive handling of confidential information.

Management skills

- Experience in project management, budget management and grant administration, including demonstrated ability to manage own time and set priorities to ensure objectives are achieved within available resources and applicable timeframes.
- Ability to effectively identify, discuss, mitigate or resolve issues.
- Ability to manage partnerships and work collaboratively with a diverse range of stakeholders

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Interpersonal skills

- Well-developed written and oral communication skills, with ability to gain co-operation and assistance from local communities, government agencies, non-profit organisations and other stakeholders
- Demonstrated ability to develop engagement activities using community engagement and/or co-design principles.
- Effective and engaging presentation skills targeting a range of stakeholders
- Demonstrated ability to write reports and to prepare external correspondence

Qualifications/experience

- Degree or Diploma qualification and/or relevant experience and work skills in emergency management, public health, community development, community engagement, social work or similar discipline highly desirable.
- Demonstrated ability to use Microsoft Office suite of applications for project management, preparing reports and presentations.
- A current Victorian Driver's Licence.
- A current employee Working with Children's Check.

Key selection criteria

1. Degree or Diploma qualification and/or relevant experience and work skills in emergency management, public health, community development, community engagement, social work or similar discipline.
2. Demonstrated ability to plan, deliver, monitor, and evaluate place-based community projects
3. Ability to manage partnerships and work collaboratively with a diverse range of stakeholders
4. Well-developed communication skills, both written and oral, with proven skills in quality report writing, external correspondence and delivery of community engagement activities
5. Demonstrated ability to use Microsoft Office suite of applications for project management, preparing reports and presentations
6. Availability to work occasional flexible hours, particularly when required for community engagement events.
7. Hold a current Victorian Driver's Licence and Working with Children Card prior to commencement.
8. Willingness to undertake a National Police Check. (Note: Appointment is subject to the successful completion of this check.)

The position description should be read carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job. Unless specified, it is mandatory to address the key selection criteria.

It is recommended that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

Conditions of Employment

Some flexibility in availability may be required to implement community engagement activities. This may include staffing weekend or after-hours activities. Activities may be held outside of regular working hours only where no suitable alternative is available and in consultation with the Sustainability Officer to limit impact on staff.

Employment conditions for all employees are in accordance with the current certified agreements at this council and employment contract or industrial agreement, organisational policies and procedures as amended.

Current certified agreement pertaining to Central Goldfields Shire Council employees is Central Goldfields Shire Council Enterprise Agreement, No 8 2020.

Arrangements specific to your employment and workplace will be explained to you during the recruitment process. For further details, the Enterprise Agreement can be downloaded from www.fwc.gov.au.

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

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Privacy Statement - Recruitment

Personal and Health Information will be collected by the Council during the recruitment process. The Personal and Health Information will be used solely by the Council for this purpose. Council may disclose this information to other organisations if required by legislation. The applicant may apply to the Council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

Application Process

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination or police check. Appointment to positions within Central Goldfields Shire Council is on the basis of merit.

Signatures

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| Sally Jones Interim Chief Executive Officer | Date |
| Employees Name: Emergency Preparedness Project Officer | Date |