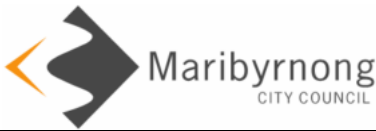


Position Description



POSITION TITLE:	Coordinator Emergency Management
POSITION NO:	1170
DIRECTORATE:	Planning & Environment
DEPARTMENT:	Emergency Management & Regulatory Services
SECTION:	Emergency Management
CLASSIFICATION:	Band 8
LOCATION:	Civic Centre, Footscray
DATE:	May 2025

ORGANISATIONAL RELATIONSHIPS

Reports to:	Manager Emergency Management & Regulatory Services
Supervises:	Flood Recovery Manager, Senior Community Resilience Officer, Community Flood Recovery Officer
Internal Liaisons:	Executive Leadership Team, Senior Leadership Team, Councillors, MEMOs and MRMs and all Council employees.
External Liaisons:	Municipal Emergency Management Planning Committee, Regional Emergency Management Planning Committee, North West Metro Region Emergency Management Collaboration, Emergency Services, Government and Non-Government Agencies, investigators, consultants, other Councils, industry groups, general community and community Groups.

ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

Respect	The promotion of inclusiveness, empathy, communication, good will.
Courage	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
Integrity	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

PRIMARY OBJECTIVES OF POSITION:

- Coordinate the planning, development and implementation of policy, strategies and procedures to meet Council's responsibilities in emergency management
- Lead and drive improvements to Council's Emergency Management operations, systems and processes in line with current best practice that build an effective whole-of-Council capacity to respond and recover from crisis events
- Provide leadership, mentoring and supervision to employees within the Emergency Management team fostering teamwork and cooperation within and with other areas of the organisation

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- Support managers and their teams, ensuring they have the knowledge, skills and systems to support councils' preparedness and response to crisis events.

DUTIES AND RESPONSIBILITIES

Core Emergency Management Functions

- Support councils' capacity to respond and recover from major incidents and disasters, ensuring effective emergency management workforce structures are in place to manage complex events.
- Ensure functions, including the Municipal Emergency Management Officer (MEMO), Municipal Recovery Manager (MRM), Manager Emergency Management (MEM) and Emergency Management Liaison Officer (EMLO) are effectively recruited, trained, rostered and subsequently supported to lead the organisation during major incidents.
- Undertake the duties of the Deputy Municipal Emergency Manager (MEM).
- Ensure Council meets its Emergency Management obligations, including coordinating systems that support Council's after-hours and on-call duties.
- Provide specialist emergency management advice to the Manager Emergency Management & Regulatory Services and the Executive Management Team regarding financial management, including disaster recovery funding arrangements, legislation, policy and practices specific to emergency management.

Document Management and Planning

- Coordinate Council's role in the development, upkeep, review and continuous improvement of all relevant documents and systems related to emergency management, including but not limited to the Municipal Emergency Management Plan (MEMP), the Relief and Recovery Plan and their sub-plans along with internal plans, policies and procedures relating to the strategic and operation responsibilities of Council.
- Develop policy and strategies to build municipal, council and community resilience to emergencies impacting the City of Maribyrnong for consideration by the Manager Emergency Management & Regulatory Services.

Committee Facilitation and Representation

- Facilitate Council's active participation in the Municipal Emergency Management Planning Committee (MEMPC) meetings and sub-committee meetings, the Maribyrnong City Council Emergency Management Group (MCC EMG) and other associated regional and, where applicable, State committees.

Staff Development and Community Engagement

- Provide mentoring and support to employees with emergency management responsibilities whilst coordinating recruitment of emergency management roles and training as required.
- Actively support community partnerships and integrate community-based approaches within the emergency management function of Council that build community resilience to disasters.

Project Management and Operational Support

- Lead project teams with internal employees and external stakeholders whilst developing clear project aims, tasks and directions to achieve the desired outcomes.
- Provide advice and project support to employees and Management.
- Undertake analytical research in the development of quality briefings, written reports and strategic plans for the improvement of Emergency Management & Regulatory Service functions.

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- Implement new systems and processes, ensuring training is provided and new digitised environment is running smoothly.
- Conduct performance discussions and annual reviews with team members to ensure recognition of performance and to identify employees' development and training needs.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Management/coordination of team and resources to meet operational and strategic requirements.
- Development and interpretation of policy within the context and delegations of the role.
- Achievement of the team's goals within agreed budgetary, time and quality constraints.
- Freedom to act is governed by policies, objectives, and budgets with a regular reporting mechanism to ensure achievement of goals and adherence to budget.
- Decisions and actions may have an effect on public perception of the wider organisation.
- Adopt a proactive risk management approach to all Council activities that the position is responsible for and ensure that risks are identified, quantified, and controlled.
- Identify and implement mechanisms to ensure Council's governance and legislative obligations are met.

JUDGEMENT AND DECISION MAKING

- Ability to make decisions regarding policies, procedures and matters under the role's responsibility, provided that these are within delegated authority, legislative requirements, established policy or recognised standards.
- Strategic thinking, with ability to recognise problems and use initiative to identify and implement solutions within a wide unspecified range of options.
- Contribution to the development and adaptation of relevant policies, procedures and recognised standards, with a focus on Council's emergency management policy, systems and procedures.
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing and efficient functioning of the team.
- Exercise discretion and confidentiality as required.

SPECIALIST SKILLS AND KNOWLEDGE

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- Provision of expert advice within the context and delegation of the role.
- Well-developed financial skills including budget formulation and monitoring.
- Ability to develop and produce comprehensive project and program reports.
- Ability to act as an internal consultant to all areas in the organisation within the area expertise.
- Highly developed analytical and investigative skills
- A thorough understanding of the long-term goals of the wider organisation and local government environment and of the legal and socio-economic and political context in which it operates.

MANAGEMENT SKILLS

- Ability to set priorities, plan and organise own work and when required, the work of any direct reports, to achieve team and organisational objectives within a set timeframe, despite conflicting pressures.
- Leadership and supervision of large numbers of employees or tertiary qualified employees with extensive experience.
- Strong leadership, supervisory and motivational skills to support own team and other employees and provide on the job training and guidance. Including within the parameters of the position's delegated authority, coordinate municipal resources including directing Council employees in responding to emergencies
- Performance management of team including the completion of quality audits to determine organisational need and opportunities for employee development.
- Responsible for compliance with the employers and employee's duty of care with respect to Occupational Health and Safety legislation and risk management requirements
- Ability to effectively apply and embody personnel policies and procedures including Equal Employment Opportunity and Occupations Health and Safety, Recruitment, L&D etc.
- Understanding and effective dissemination to the team of their long term goals and their alignment with Council's objectives.
- Ability to be flexible and responsive to meet the changing priorities of the organisation and the community.

INTERPERSONAL SKILLS

- Ability to persuade, negotiate, gain cooperation and assistance from employees, management, clients, members of the public and other organisations to achieve defined objectives. Represent Council in the Emergency Management sector, public meetings and forums on matters relating to approved duties.
- Strong ability to lead, motivate and develop other members of staff.
- Ability to discuss and resolve issues with all levels of staff.
- Ability to negotiate with counterparts in other units or organisations to discuss and resolve problems.
- Excellent communication skills and the ability to write and present reports on complex matters.

QUALIFICATIONS AND EXPERIENCE

- Formal qualifications in emergency management or lesser formal qualifications with extensive relevant experience in the emergency management environment.
- Experience in Emergency Management within Local Government is desirable.
- Current Victorian Drivers Licence.

KEY SELECTION CRITERIA

- Relevant qualification and / or experience
- Demonstrated experience in coordinating cross organisational teams
- Demonstrated time management and prioritisation skills to achieve specific objectives in the most efficient way possible despite conflicting pressures

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- Analytical, investigative and conceptual skills and the ability to solve complex problems to make decisions that reflect a thorough and appropriate evaluation of the issues to be addressed
- Strong negotiation, influencing, mediation and presentation skills
- Well-developed team leadership and employee management skills, ensuring achievement of team and individual goals
- Demonstrated excellent written skills including the ability to prepare clear and concise reports and submissions, strategies, policies, plans and guidelines
- Availability for after-hours response
- Current Victorian Drivers Licence.

CONDITIONS OF EMPLOYMENT: In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee:

Date:

Manager/
Coordinator:.....

Date: