



POSITION DESCRIPTION FORM

File No: PDF-F0126950

POSITION IDENTIFICATION

Title:	Emergency Management Officer	Level:	Level 4
Service Unit:	Development Services	Award:	Local Government Industry Award 2020 Industrial Agreement
Directorate:	Sustainable Development	Date Effective:	19 September 2018
Reporting to:	Coordinator Health, Emergency & Ranger Services	Date Last Reviewed:	1 August 2024

PURPOSE OF POSITION

- Coordinate the management of the Shire's Volunteer Bushfire Brigades.
- Provide assistance in the planning and implementation of prevention, preparedness, response and recovery measures to ensure emergency and disaster management capability.
- Enforcement of statutory requirements in accordance with Council policy, Acts and Regulations & Local Laws relating to Emergency Management.
- Liaise with the public, public authorities and consult other Shire staff on matters required to maintain emergency services standards, including the provision of community education.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Assist with Emergency Management practices to prevent, prepare for, respond to and recover from emergencies under the direction of the Coordinator Health, Emergency and Ranger Services and in accordance with the Emergency Management Act and related legislation.
- Assist with the review of emergency management plans, policies and arrangements including the Business Continuity Plan.
- Assist with logistics management and incident control requirements under the direction of the Coordinator Health, Emergency & Ranger Services or Incident Control Officer.
- Assist in the drafting of reports for emergency management and agency meetings and attend as a proxy representative, document information in briefing notes and report on emergency management planning issues requiring the attention of senior staff.
- Provide support and assist with the coordination of emergency management exercises, seminars, projects and workshops.
- Responsible for the administration of grant funding and support the application process, monitor expenditure and acquittal of funds.
- Provide administrative functions and support to ensure efficient operation of the Shire's Volunteer Bush Fire Brigades.
- Responsible for the coordination and scheduling of training and maintain compliant training records for the Shire's Volunteer Bush Fire Brigades.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Monitor and maintain accurate data for emergency services, contact directories and Volunteer Bush Fire Brigade membership.
- Establish and maintain Volunteer Bush Fire Brigade personal protective equipment (PPE) supplies, including a register of all PPE, and support members by anticipating their needs and prioritizing distribution.
- Responsible for the auditing and register of all Volunteer Bush Fire Brigade equipment and coordination of the appliance maintenance program.
- Liaise with agencies in relation to emergency management and recovery requirements as required.
- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.
- Any other duties as directed by the line supervisor/manager.

ORGANISATIONAL RELATIONSHIPS

Responsible for: Not applicable

Internal Relationships: All Shire of Dardanup employees and Elected Members.

External Relationships: Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders.

POSITION DIMENSIONS

Work Location: Eaton Administration Centre.

Delegated Authority: Not applicable at this level.

Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence.

EXTENT OF AUTHORITY

This position operates under direction of the Coordinator Health, Emergency & Ranger Services within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council’s Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire’s Customer Service Charter.

CORPORATE ACCOUNTABILITIES

- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council’s WHS policies and Work Health and Safety legislation.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under Work Health and Safety legislation.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate the Shire’s Values “Trust, Respect, Accountability, Customer/Community, Excellence, Support” within the workplace.

VALUES

Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.



SELECTION CRITERIA

Essential:

1. Demonstrated experience in a similar role involving emergency management.
2. Demonstrated knowledge and understanding of emergency and disaster management issues and concepts.
3. Well developed knowledge of emergency management legislation and procedures.
4. Demonstrated public relations and interpersonal skills in a customer based environment with an ability to influence, negotiate and problem solve.
5. Ability to accurately analyse, prepare and present data using a range of Microsoft Office programs.

6. Strong organisational skills with the capacity to work unsupervised, manage priorities and meet deadlines.

Desirable:

1. Current First Aid Certificate.