








Emergency Management Officer

Position Description

Date Day Month Year

Version 1.0

Space to Grow

 Bolgart  Calingiri  Gillingarra  Mogumber
 New Norcia  Piawaning  Yerecoin

1. Position Details

Position:	Emergency Management Officer		
Directorate:	Community Safety		
Department:			
Award:	Local Government Officers' (Western Australia) Interim Award 2021. LV. 9		
Status:	Permanent Part-Time	Hours of work:	64 Hours per fortnight

2. Position Objectives

Develop Comprehensive Plans	Develop, implement, and maintain comprehensive Local Emergency Management Arrangements in line with the guidelines set by the State Emergency Management Committee and Western Australian legislation. This includes identifying potential risks and establishing recovery methods/plans.
Strengthen Interagency Collaboration	Facilitate effective communication and collaboration between various stakeholders such as local government departments, emergency services, non-governmental organisations, and the public. This is to ensure a coordinated support in the event of an emergency and promote sharing of resources, knowledge, and best practices.
Promote Community Preparedness	Implement community awareness and education initiatives aimed at improving disaster preparedness. This involves providing information on potential risks, offering guidance on emergency plans, and conducting public forums or drills to simulate emergency scenarios and responses. Implement School educational calendar and facilitate compliance programs.
Continuous Evaluation and Improvement	Evaluate and update emergency management processes and plans regularly to ensure they remain effective and current. This includes conducting exercises and reviews to learn from events and adapt plans accordingly, as well as keeping up to date with emerging trends, technologies, and best practices in the field of emergency management.

Support in Bushfire Mitigation Efforts	<p>Provide consistent support to the Bushfire Risk Mitigation Office and the Community Emergency Services Manager in implementing and enhancing bushfire mitigation strategies. This includes assisting in the planning and execution of preventive measures such as Controlled burns, vegetation management, and firebreak maintenance. Act as a key liaison between these offices and other stakeholders, facilitating effective communication and coordination. Further, assist in educating the community about bushfire risks and prevention methods, reinforcing the collaborative approach toward bushfire safety.</p>
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3. Key Duties/Responsibilities

To conduct the following responsibilities in the Community Emergency Services, in accordance with the tasks within each Key Result Area:

Work Health & Safety and General Responsibilities	<p>Demonstrate a strong commitment to Work Health and Safety including risk management and must take all reasonable care in the performance of duties to prevent injury to self and others. Tasks include:</p> <ul style="list-style-type: none"> • Perform any other reasonable duties as directed. • Support and adhere to Council's policies, procedures and code of conduct. • Adhere to Work Health and Safety procedures and policies. <p>Receive and process incoming mail.</p>
Key Duties	<p>CCTV</p> <ul style="list-style-type: none"> • Facilitate maintenance of the Shire's CCTV Program. • Project manage requests and install for CCTV Program. • Facilitate the CCTV Strategic plan. <p>Bushfire</p> <ul style="list-style-type: none"> • Proactively engage with the community to increase awareness of their responsibilities to reduce the risk of bush fire. • Ensure that the Shire's Fire Hazard Assessment Plan is implemented in a fair and equitable manner. • Issue work orders, cautions and infringements, ensuring action occurs as required for s. 33 compliance in accordance with the Shires Annual Hazard Reduction Plan. • Work cohesively with volunteer fire services and support general requests.

- Respond to bushfires within work hours and support the Incident Management Team.
- Work cohesively with the Bushfire Risk Management Coordinator/Community Emergency Services Manager to secure and implement Mitigation Activity Funding.
- Assist Community Emergency Services Manager with the implementation of Volunteer training calendar as a DFES Trainer Assessor.
- Conduct monthly station and vehicle checks/maintenance.

Emergency Management

- Facilitate Local Emergency Management Committee meetings as the Executive Officer.
- Maintaining Local Emergency Management Arrangements as required.
- Attend to incidents as a Local Government Liaison Officer as required.
- Participate in Emergency Management training and exercises.
- Assist in facilitating Emergency Management exercises.
- Maintain the after-hours Emergency Management phone and respond if required.

Administration

- Write annual Fire Hazard Reduction Plan for s.33 assessments.
- Maintain Shires Emergency Management Mapping systems.
- Provide statistical and operational reports as required.
- Conduct post season / incident analyses and submit findings / recommendations.
- Implement an annual engagement schedule for natural hazards.
- Complete Incident Reports through DFES IRS on behalf of the Shire.
- Write Emergency Management related business cases.
Record documents through the Shires records system.
- Create Purchase Orders on behalf of the Emergency Management Team.
- Maintain WH&S incident reports as required for Emergency Management Team.

Ethical Behaviour & Competency	The Emergency Management Officer must demonstrate exemplary ethical behaviour and competency. This includes working autonomously with initiative and responsibility and using effective problem-solving skills to navigate complex situations. Exceptional communication skills are necessary for engaging with diverse stakeholders and fostering mutual respect. Professionalism is vital, encompassing high-quality work, respect for confidentiality, regulatory compliance, and continuous improvement. Above all, the officer's conduct should embody integrity, fairness, and transparency, serving as a model for others.
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4. Organisational Relationships

Directly reporting to:	Community Emergency Services Manager		
In Supervision of:	N/A		
Internal liaison:	<ul style="list-style-type: none"> • CEO • Deputy CEO • Works and Services Manager • Environmental Health/Building Officer • Finance Coordinator • Executive Support Officer Other Council Staff Members	External liaison:	<ul style="list-style-type: none"> • Residents • General Public

5. Level of Influence

This section highlights the level of autonomy/ decision-making expected of from this role:

Work Health & Safety	<p>Responsible in communicating, reporting and raising any WHS related issues to relevant stakeholders including:</p> <ul style="list-style-type: none"> • Staff Members • Community Emergency Services Manager • Deputy CEO • CEO, • Other council Staff Members and • General Public, <p>that may eliminate or isolate risk, for safe operations.</p>
Equipment Maintenance	In line with the equipment manual, operator is responsible for ensuring the proper upkeep & maintenance of the equipment. Any issues, including those related to IT must be reported immediately to the direct report – Community Emergency Services manager.

6. Extent of Authority

This position operates under the direction of -

- Organisational - Chief Executive Officer
- Directorate - Community Emergency Services Manager

within established Policies; guidelines and procedures of the Shire, and

in accordance with the statutory provisions of the *Local Government Act 1995* and other legislation.

Dedicated supervision position for this role

7. WHS Requirements

- Compliance with Work Health and Safety Act and Regulations
- Follow all Work Health and Safety requirements, guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses' investigation and documentation.
- Assess possible hazards, recommend and initiate appropriate solutions.
- Report all accidents, incidents, near misses and hazardous situations arising in the course of work.

8. Local Government Act, policies and procedures

Adherence to Council Policy and procedures, particularly those relating to but not limited to-

- Code of Conduct
- Work Health and Safety Act 2020
- Financial Management
- use of Shire assets and equipment

Compliance with statutory obligations, including but not limited to –

Local Government Regulations, including but not limited to -

- Purchasing
- Gifts

State Records Act

9. Corporate Accountabilities

- **Human Resource Management & Leadership** - Participates in performance management processes; participates in Learning & Development activities including induction, recruitment, and succession planning.
- **WH&S** - Ensure duty of care compliant with WH&S legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.
- **Ethical Behaviour** - Demonstrates a positive commitment and compliance with all EEO legislation covering all forms of workplace discrimination, harassment, victimisation and bullying, compliance with the Shire's Code of Conduct and all Shire's policies.
- **Records Management** - Ensures all documents are recorded in accordance with the Shire's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** - Manage the operational budget to ensure that expenses are controlled and monitored accurately. Report on budgetary deviations and develop strategies to enable forward planning as required.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the Shire's strategic objectives as required.
- **Values** - create a positive working environment while upholding the Shire of Victoria Plains Values:
 1. **Integrity** - we take responsibility for our actions in an honest and open way.
 2. **Courage** - we take steps to create new and better ways of doing business.
 3. **Accountability** - we take responsibility for decisions and actions to achieve outcomes.
 4. **Respect** - we consider and value the perspective and contribution of others.
 5. **Excellence** - we continuously improve our performance to achieve outstanding outcomes for the Shire of Victoria Plains.

10. Attribute, Qualification, and Training

Category	Criteria
Attributes	<p>ESSENTIAL:</p> <hr/> <ul style="list-style-type: none"> • High degree of personal integrity. • Deal with matters in a confidential and professional manner. • Promote a positive image for council. • Ability to work amongst a team. • Flexible approach to work. • Attention to detail. • High regard to continuous learning and improvement. • Positive outlook and attitude. • High level of respect for work, customers and all team members. • Ability to work unsupervised and be self-motivated. <p>Ability to multi-task, working within given timeframes and constraints.</p>
Qualifications	<p>ESSENTIAL:</p> <ul style="list-style-type: none"> • Year 12 Education or equivalent • Valid Driver Licence C-B (Manual) Class • Bushfire Experience • High level of written and verbal literacy <hr/> <p>DESIRABLE:</p> <hr/> <ul style="list-style-type: none"> • Introduction to Emergency Management • AIIMS 2017 or equivalent/ introduction • DFES Fire Control Officer Certificate • DFES Incident Controller L1 • DFES Workplace Trainer Assessor • Experience in use of Synergy Soft or similar records management system <p>High level of experience with Office 365 products and general computer literacy</p>

Physical Requirements	<p>Minimum physical requirements include:</p> <ul style="list-style-type: none"> • Ability to use computers to read, analyse and produce written materials. • Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing. • Manual dexterity needed for keyboarding and other repetitive tasks. • Able to sit for extended periods of time. • Driving, walking, standing, and negotiating uneven ground & level surfaces while conducting field work as required. • Cognitive and psychological abilities required to problem solve in a demanding administrative context. <p>reasonable adjustments may be made for applicants with disabilities where operationally viable.</p>
Adaptability	<p>This position description reflects the Shire's requirements at a point in time and is subject to change. The Shire may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.</p>

11. Selection Criteria

Experience	<p>ESSENTIAL:</p> <ul style="list-style-type: none"> • Experience with Local Emergency Management Arrangements (LEMA) in accordance with the relevant legislation. • Understanding of the Local Government Liaison Officer role. • Experience with bushfire mitigation. • Demonstrated ability to proactively engage with the community to increase awareness of emergency risk. <p>Excellent time management skills, with the ability to function effectively to meet short deadlines in a pressured environment and work autonomously.</p>
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12. Performance & Position Description Review

In accordance with the Local Government Act 1995, a mandatory performance is required annually at the minimum, however the employer can conduct performance reviews in line with human resources policy or to address performance issues. This position description can be reviewed in line with changes to the role at any point in time and in consultation with the employee(s) that will be affected by the changes.

13. Acknowledgement & Acceptance

This position description is aimed at describing the core output and not intended as a complete list of responsibilities, with the focus being on key outputs and flexibility.

I may be required to perform other duties that are consistent with my classification and skills set including temporary activities or projects.

My position is subject to continuous change and improvement of processes, practices, knowledge, skills, and behaviours as expected by the Shire of Victoria Plains to ensure an effective and efficient level of high service delivery and this position description facilitates this development that I will actively invest in.

The Position Description was reviewed by the undersigned persons and represents an agreed description of the position roles and responsibilities as at the date of employment and/or review process.

ACCEPTANCE			
Chief Executive Officer	Name:	Signature:	Date:
Community Emergency Service Manager	Name:	Signature:	Date:
Employee	Name:	Signature:	Date: