

Position Description

Position Title:	Emergency Management Coordinator
Directorate:	Governance
Service Unit:	Legal
Salary Point:	16
Position Reports To:	Manager, Legal
Staff Management:	Coordinate council staff during emergency operations
Budget Responsibility:	Responsible for the Emergency Management Operational Budget
Date PD Reviewed:	September 2019

Organisation Context of Position

City of Newcastle (CN) employs over 900 staff and is responsible for a local government area of 187km². Newcastle has a population of 161,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, CN has a variety of locations across the City and encompasses five groups who lead the vision to be a Smart Sustainable City through a Smart Organisation that puts people first. These include:

- Governance
- Strategy and Engagement
- City Wide Services
- Infrastructure and Property
- People & Culture

The purpose of the Governance Directorate is to provide legal compliance and advice to inform evidence-based decision making throughout and across CN including:

- Legal compliance, good governance and ethical decision making
- The Directorate is primarily internal facing to effect regulatory and compliance advice across and on behalf of CN through internal services to all service units.
- The Directorate will also have direct community contact through the Regulatory, Planning & Assessment functions and customer/Councillor requests for information and advice.
- The direct customer is CN through good governance across the organisation however, service provision must also be maintained to relevant external agencies.
- Ensure cross functional working relationships, connections and collaboration to achieve 'whole of organisation' objectives.

The Service Units and Elements that form the Governance Directorate are:

- Finance
- Legal
- Regulatory, Planning & Assessment
- Transport, Traffic and Compliance

Workplace Health & Safety	
WHS RAA Level	4
For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.	

Position Responsibilities

The Emergency Management Coordinator is responsible for the day to day management and strategic coordination of Emergency Management activities across CN, including prevention, preparedness and response and recovery (PPRR) activities.

The position works closely with CN service elements including business continuity, risk management, flood management, and major events. The position may provide expert advice in CN's Business Continuity (BCM) Management and BC Planning arrangements and where required advice in CN's internal Incident Control Systems (ICS).

Role and duties of the position include:

- Coordinate Prevention, Preparedness, Response and Recovery (PPRR) activities in accordance with legislative responsibilities including the State Emergency and Rescue Management Act (SERM Act) 1989 and the NSW State Emergency Management Plan (EMPLAN). Including responsibilities in support of various emergency management plans including Newcastle Local Emergency Management Plan (EMPLAN), Newcastle Flood Plan, NSW State Storm Plan, Sub-plans and Supporting Plans.
- Establish and maintain communication with appropriate organisations including (but not limited to) local government, emergency service organisations, functional areas, government agencies, non-government organisations, industry and community in respect to emergency management activities and emergency service organisation liaison.
- Provide executive support to the Local Emergency Management Committee including maintaining the Newcastle EMPLAN as a living document to ensure that key information such as contacts, vulnerable facilities, critical infrastructure and risk identification is up to date.
- Provide executive support to the Local Emergency Operations Controller (LEOCON) in the lead up to, during, and post emergency operations.
- Perform operational supporting duties during response and recovery operations. This may include the City Operations Centre, Local Emergency Operations Centre (LEOC), and Emergency Combat Agency or Functional Area Operation / Coordination Centres.
- Provide advice to Council, executive leadership, committees and service units and coordinate the development and maintenance of Incident Control and Emergency Management procedures for CN.
- Where required, coordinate disaster recovery activities and chair the local recovery committee.
- Ensure the Emergency Operations Centre is suitably equipped, resourced, maintained and effective to support sustained emergency operations, including the development and mentoring of support staff including the primary EOC facility and alternate EOC/s.
- Coordinate council staff during emergency operations, including the development of rosters for the Local Emergency Operations Centre.

- Assist in the preparation of budgets, and the monitoring and approval of expenditure attributed to both projects, and day to day operations.
- Provide executive support to the Local Emergency Management Committee (LEMC) including fulfilling the role of Local Emergency Management Officer as per the State Emergency Management Plan (EMPLAN).
- Fulfil the role as Chair of the LEMC on behalf of the CEO when required.
- Be available through Council's After Hours Emergency On Call Service.
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

Position Selection Criteria

Essential

- Tertiary qualifications in Emergency Management or a related field.
- Thorough understanding and knowledge of the Emergency Management Arrangements for NSW, State Emergency and Rescue Management Act 1989, and other associated legislation/policy and demonstrated experience working with external and internal stakeholders in implementing and fulfilling these arrangements.
- Detailed understanding of the concepts & principles of contemporary emergency management and their application.
- Knowledge and demonstrated experience in coordinating Emergency Management planning processes, control of emergency response and recovery operations, and operating in multiagency situations.
- Experience providing both strategic and operational technical advice and direction to multiple stakeholders, in highly stressful and time sensitive situations.
- Demonstrated experience in managing projects including development of project plans, managing and undertaking projects, tracking project expenditure, meeting deadlines and achieving successful outcomes
- Proven high-level relationship building, oral and written communication skills.
- Hold a current driver's licence.

Desirable

- Extensive experience in a similar role within local, state or federal government or an emergency management agency.
- Proven ability in use of Microsoft Office, GIS and emergency management applications.