

CLARENCE VALLEY COUNCIL

Position Description

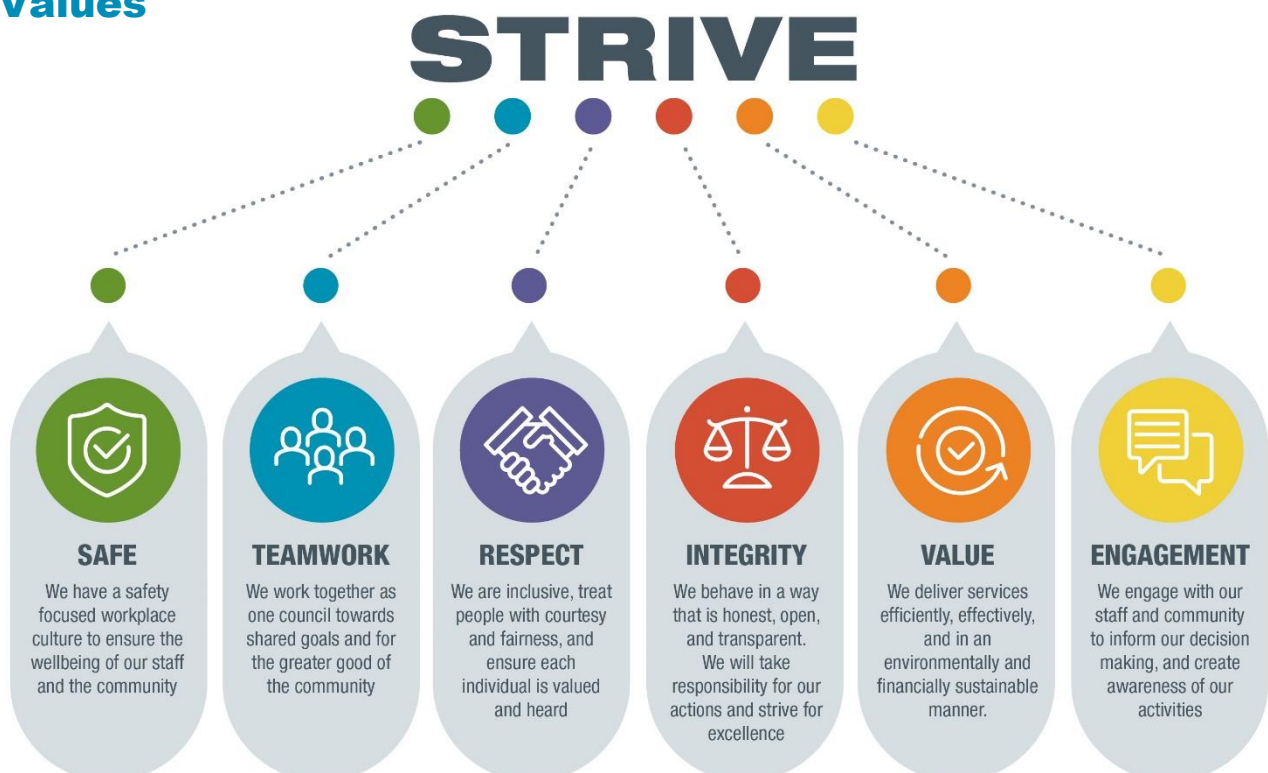
Coordinator Emergency Management & Resilience

Directorate	Works & Civil - Strategic Infrastructure
Location	Rushforth Road Works Depot South Grafton
Classification/Grade/Band	Grade 15
Position Code	
Date position description approved	25 August 2021

Overview

With a large geographical area of 10,441 square kilometres and a population of almost 52,000 the Clarence Valley local government area is the gateway to the north coast of NSW and within easy driving distance of the south east Queensland. Encompassing beautiful beaches, stunning hinterland and the mighty Clarence River, the Clarence Valley is the ideal place for balancing work, life and relaxation. Clarence Valley Council is on an important journey in becoming a customer focused organisation that provides quality services in an efficient way.

Values



Primary purpose of the position

The Coordinator Emergency Management & Resilience is responsible for representing and coordinating Council's response in the recovery planning phase following disaster and for implementing resilience capacity building activities that benefit both community and Council in the times between.

Key accountabilities

Within the area of responsibility, this role is required to:

- Establish and maintain effective networks with internal and external stakeholders to liaise and work collaboratively in relation to emergency preparedness, prevention, response and recovery operations.
- Guide Council's response to events and perform the legislative duties of the Local Emergency Management Officer and provide support to the Local Emergency Management Committee in times of enactment.
- Collaborate with stakeholders to maintain currency of Emergency Management and Recovery Plans and associated emergency management procedures that guide Council's activities in disaster management and recovery.
- Coordinate and engagement of stakeholders in emergency management and recovery scenario planning exercises.
- Coordinate Natural Disaster Relief and Recovery Arrangements and applications.
- Deliver the outcomes identified in Council's Disaster Resilience Framework aimed at improving long term resilience for Council and community.
- Establish partnerships and seek funding opportunities to deliver innovation in community recovery capacity and disaster risk reduction.
- Work collaboratively with community groups to increase awareness and preparedness for disaster and assist communities in preparation of recovery plans that build capacity of residents to respond based on location.
- Actively involved with the Floodplain Risk Management and Bush Fire Management Committees.

Key challenges

- Capacity to operate effectively during times of adversity and unexpected changes and challenges.
- Understanding and converting complex information into clear and concise messaging that is informative and provides unambiguous direction during times of disaster.
- Establishing and maintaining currency of networks across a large geographical and many levels of government.
- Possible isolation from family/home during emergency situations when the officer is present at the Emergency Operations Centre.

Key internal relationships

Who	Why
Senior Management team	Provide timely advice in relation to LEMO and LEMC activities during disasters and recovery.
Manager Strategic Infrastructure	Seek guidance and support for day to day operations. Inform and advise to ensure organisational risks are managed.
Operational staff	Co-opt and guide in disaster response and recovery activities.

Key external relationships

Who	Why
Government agencies and service providers in the emergency management and resilience sector including the coordination of Local Emergency Management Committee (LEMC)	Liaise and advise on behalf of Council in relation to disaster management and recovery activities.
Community	Support recovery planning, and delivery of awareness and preparedness information, activities and programs.

Key dimensions

Decision making

The position is responsible for making decisions relating to day to day operations and for responding and providing direction to staff during times of disaster. The role performs the legislated duties of the Local Emergency Management Officer.

Reports to	Manager Strategic Infrastructure
Direct reports	Occasional grant funded positions
Indirect reports	Varies during times of emergency response





Essential requirements

Tertiary qualifications in disaster and emergency management or a related field and experience in response activities during times of disaster. Drivers licence.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at www.lgnsw.org.au/capability

Below is the full list of capabilities and the level required for this position. The focus capabilities are in bold. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Capability Group	Capability Name	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Adept	<ul style="list-style-type: none"> • Is flexible, showing initiative and responding quickly to change • Accepts changed priorities and decisions and works to make the most of them • Gives frank and honest feedback / advice • Listens when challenged and seeks to understand criticisms before responding • Raises and works through challenging issues and seeks alternatives • Stays calm and acts constructively under pressure and in difficult situations
Relationships Communicate and Engage	Adept	<ul style="list-style-type: none"> • Tailors content, pitch and style of communication to the needs and level of understanding of the audience • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats

Local Government Capability Framework

Capability Group	Capability Name	Behavioural Indicators
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other teams/units on complex or technical matters
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> • Consults on and delivers team/unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
Resources Assets and Tools	Adept	<ul style="list-style-type: none"> • Contributes quality information about council and community assets to asset registers • Prepares accurate asset maintenance and replacement costings in line with council plans and policies • Is aware of asset management risks and actions to manage and mitigate these