

POSITION DESCRIPTION

BUSHFIRE RESILIENCE PROJECT OFFICER

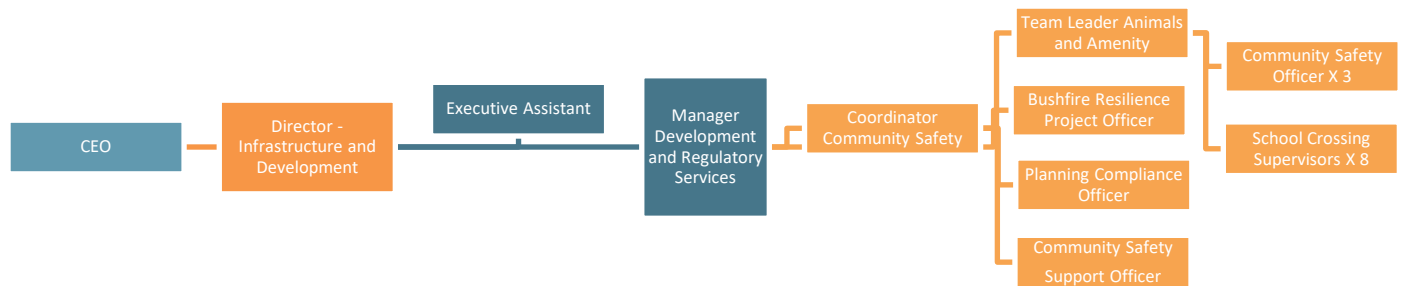
Position Number:	TBC
Department:	Infrastructure and Development
Division:	Development and Regulatory Services
Location:	Smythesdale Well, 19 Heales Street Smythesdale Golden Plains Civic Centre, 2 Pope Street Bannockburn Pyrenees Shire Council, 5 Lawrence Street Beaufort
Reports to:	Coordinator Community Safety
Employment status:	Temporary Full Time – 12 months
Classification:	Band 6 plus applicable superannuation guarantee (Golden Plains Shire EA 2017)
Qualification period:	Six months
Date:	July 2022

POSITION OBJECTIVES

The Bushfire Resilience Project is an initiative led by Golden Plains Shire Council in collaboration with Pyrenees Shire Council. The project aims to raise awareness and the resilience of small communities to respond, recover and mitigate the risks of bushfire. The Bushfire Resilience Project Officer will:

- Work with communities to help them assess the risks of bushfire to their community and identify ways to mitigate and/or recover from a bushfire.
- Research the needs of communities in identified bushfire prone areas, working with partners to prepare and deliver initiatives to build awareness and understanding of the roles and responsibilities of community and agencies in supporting the community.
- Work with the relevant Councils to develop a community engagement plan and identify mechanisms which may assist in the effective delivery of this project.
- Identify skills and knowledge gaps within the communities with which we work.
- Build effective relationships with internal and external stakeholders, through the course of complex problem-solving situations and negotiations in order to drive quality outcomes for the community.
- Provide high level advice on the community needs, expectations, aspirations and social challenges that will face both Golden Plains and Pyrenees Shire Councils and provide evidence-based solutions and strategies.
- Organise and implement community activities, programs and events which foster social connectedness, create awareness and develop relationships and respect in the community.

ORGANISATIONAL RELATIONSHIPS



Reports to:	Coordinator Community Safety (Golden Plains Shire Council) and Emergency Management Coordinator (Pyrenees Shire Council)
Internal Liaisons:	All Council Staff at Golden Plains Shire Council and Pyrenees Shire Council, Councillors
External Liaisons:	Department of Environment, Land, Water and Planning, Regional Roads Victoria/Department of Transport, Country Fire Authority, Victoria Police, Victorian SES, Service Authorities, Other Municipalities, Other State and Federal Government Departments, Members of the Public, Ratepayers, Local Schools.

KEY RESPONSIBILITIES AND DUTIES

- Use a community development approach to work with communities in Golden Plains Shire Council and Pyrenees Shire Council to build resilience against bushfires and grass fires.
- In consultation with Council, relevant agencies and community groups develop and deliver effective community engagement tools and activities to enhance community resilience and inform future action plans.
- Engage with internal and external stakeholders including all community groups and relevant agencies of the region in the planning and implementation of the project.
- Assist relevant Council staff, agencies and key stakeholders to develop local emergency plans and actions for towns identified by the Council Shires.
- Assist in performing Emergency Management duties in the case of an emergency in either or both of the Council Shires.

General Responsibilities

- Deliver courteous, efficient, and prompt service to residents and customers of Golden Plains Shire Council and Pyrenees Shire Council.
- Attend relevant training programs approved by either Council.
- Act in accordance with each Council's Customer Service Charter.
- Other duties within the scope of the employee's skills, competence and training as directed.

Corporate Responsibilities

- Promote excellence in customer service and in conjunction with both Council's Emergency Management Teams, identify, review and implement strategies to improve service quality and efficiency.
- Maintain strong team relationships among colleagues and community groups, on a formal and informal basis, across all Council functions.
- Ensure the security of both Council's property and assets and maintain a commitment to the care of all Council's property and assets.
- Provide administration, logistics and specialist support and advice during CEO identified emergency events.
- Comply with Council policies and procedures, particularly privacy legislation.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The freedom to act is governed by clear objectives and budgets with a regular reporting mechanism to ensure adherence to goals and objectives.

The effects of decisions and actions are usually limited to the quality and cost of the programs and projects being managed, individual clients and to the internal procedures and processes of both Councils.

The role may provide input into the development of long-term emergency management plans and related policies.

JUDGEMENT AND DECISION MAKING

The nature of the work is specialised requiring the Officer to apply experience of community led programs and engagement principles to improve bushfire resilience and understanding of high-risk communities.

The Officer will work with communities to improve resilience to bush and grass fires, building the understanding and knowledge of identified communities, relevant agencies and stakeholders.

Problem solving will require engagement with a variety of internal and external stakeholders, research, benchmarking and the application of learnt techniques. Guidance and advice is usually available.

The Officer is responsible for the application of appropriate procedures to tasks undertaken, ensuring discretion, confidentiality and sensitivity are applied when dealing with Council documents.

SPECIALIST KNOWLEDGE & SKILLS

The Officer will be required to manage and monitor project budget and prepare all reports and acquittals in accordance with the grant funding agreement.

The Officer will apply community engagement principles to inform and develop emergency and bushfire resilience plans.

Demonstrated project management skills and the ability to manage multiple projects with competing deadlines concurrently.

The Officer will have a good understanding of the long-term goals of the team and how their role contributes to the realisation of those goals.

MANAGEMENT SKILLS

The Officer will have the skill to effectively plan, prioritise, organise and manage own time to achieve objectives within set timeframes.

Ability to manage multiple projects with competing deadlines concurrently.

INTERPERSONAL SKILLS

Communication skill will be highly important to be effective delivering projects, key skills in relationship building, gaining cooperation and assistance from a range of stakeholders such as members of the community, Council departments and agencies in the role of emergency management, essential in this role.

The position requires skills in written communication to enable the preparation of routine correspondence and reports.

OCCUPATIONAL HEALTH AND SAFETY

Both Councils are committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the Occupational Health and Safety Act 2004 and all Regulations, Codes of Practice and Golden Plains Shire Council's policies and procedures. Follow reasonable direction provided by Pyrenees Shire Council in relation to safe work practices at their sites. In addition, employees are expected to:

- Conduct themselves in a manner that will not endanger themselves or others.
- Participate in Occupational Health and Safety training.
- Assist with audits of work procedures, equipment and workplaces.
- Identify areas of improvement by contributing to the Safety System within the Department.
- Contribute ideas and suggestions that promote safety awareness.
- Be aware of emergency procedures and codes.
- Report unsafe work practices, incidents, hazards and near misses.
- Report unacceptable workplace behaviours such as harassment and bullying.
- Promote and champion a culture of safety within the workplace.

RISK MANAGEMENT

Employees are required to follow all policies and procedures in relation to risk management (asset protection, security, public liability, and professional indemnity). Employees are expected to:

- Participate in risk assessments when requested.
- Demonstrate an understanding of, and a commitment to, Council's Risk Management Standard Operating Procedure.
- Report all hazards and incidents of which they become aware.

RECORDS MANAGEMENT

- Understanding records management obligations and responsibilities.
- Making and keeping accurate and complete records of business activities and decision making.
- Creating records proactively including those resulting from telephone conversations, verbal decisions, and meetings.

EQUAL OPPORTUNITY

Both Golden Plains Shire Council and Pyrenees Shire Council offer a work environment free of discrimination, sexual or other harassment, victimisation, vilification, and bullying. Employees are expected to contribute to the maintenance of such a work environment.

CHILD SAFE STANDARDS

Both Golden Plains Shire Council and Pyrenees Shire Council are committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

Council's policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs.

All staff must adhere to Council's Child Safety Policy and Procedures and ensure that any reasonable suspicion of abuse of children or young people is reported.

PRIVACY AND CONFIDENTIALITY

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Privacy and Data Protection Act 2014, the Health Records Act 2001 and Council's Information Privacy and Health Records policies. Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

OTHER REQUIREMENTS

- After hours work and weekend work will be required from time to time - where possible, this will be prearranged with you.
- Time in lieu will be granted in accordance with the Golden Plains Shire Council Enterprise Bargaining Agreement.
- Employees must comply with Golden Plains Shire Employee Code of Conduct.
- Completion of a pre-employment Disclosure of Pre-existing Conditions form.
- A current Australian driver licence.
- Maintaining a satisfactory National Criminal History Check and Working with Children Check.

QUALIFICATIONS AND EXPERIENCE

The skills and knowledge required are beyond those acquired through secondary education alone. Skills and knowledge may be acquired through the completion of a degree, diploma or relevant experience in community-based work at a Local Government level.

Demonstrated experience in the community engagement, in particular project management and delivery.

Experience and understanding the use of community engagement tools, to achieve community outcomes.

KEY SELECTION CRITERIA

- Previous experience in the provision of Community Development, Social Services, Emergency Management, Natural Resources or other relevant discipline.
- Ability to work effectively and collaboratively with a range of stakeholders to gain cooperation, resolve problems and influence positive outcomes for the community and Council.
- Proven ability to effectively plan, prioritise, organise and manage own time to achieve targets within set timeframes.
- Demonstrated project management skills and the ability to manage multiple projects with competing deadlines concurrently.
- Demonstrated practical experience in working with community groups and external organisations, in particular to develop and implement community led programs.
- Excellent communication and interpersonal skills.
- Proven administrative capability to write reports and use spreadsheets, databases, records management systems, willingness to understand and use Council systems and other software.

DESIRABLE

- A basic understanding of local government and the services provided by Golden Plains Shire Council and Pyrenees Shire Council.
- Good understanding of the challenges and opportunities of living in rural communities.
- Experience in emergency preparedness in rural communities.

APPROVAL

Prepared By	Coordinator Community Safety
Approved By:	Manager Development and Regulatory Services
Reviewed By (P&C):	Coordinator People & Development
Date:	July 2022
Employee Acceptance: (name and signature)	
Date:	

PLEASE NOTE:

Personal and Health Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.