

Position Description

Preparedness Officer	
Division:	Liveable Communities
Department:	Libraries and Community Services
Reports to:	Manager Libraries and Community Services
Number of direct reports:	Nil
Location:	Taree
Grade:	8
Employment status:	Full-time, 12 month contract
Hours of work	35
Date approved:	May 2022

Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

Wellbeing	We value safety, security, health and happiness
Integrity	We are open, honest, accountable and take pride in all we do
Sustainability	We use efficiencies, innovation and cooperation to achieve sustainable results
Respect	We work together respectfully ensuring inclusion, equality and open communication

Position overview

Reporting to the Manager of Libraries and Community Services and working closely with the Disaster Recovery Team, the Disaster Preparedness Officer is responsible for working with the 59 bushfire impacted localities in the MidCoast Local Government Area, to encourage and assist communities and localities to complete individual preparedness plans through the leverage of community networks, role modelling by community leaders, holding workshops to assist with the completion of plans and incentivising attendance at community events, rewarding behaviours and

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creating/reinforcing new community norms around disaster preparedness for the MidCoast Local Government Area.

Key Accountabilities & Duties

The Disaster Preparedness Officer would undertake the following key activities:

- Design and select disaster survival plans with RFS, SES, Police and community stakeholders for individuals to complete
- Baseline evaluation of the number of households in a bushfire affected community that have completed formal bushfire, storm, flood or other natural disaster survival planning before the workshops
- Utilise community networks from the 16 communities Council is already working with for bushfire recovery to connect with the community networks in the remaining 43 localities directly impacted by bushfires
- Identify and contact community leaders in all localities to be targeted. Discuss the project with community leaders and gain their endorsement for the project
- Work with community leaders to have them complete formal household disaster plans
- Identify community events that could be a springboard for household disaster preparedness initiatives, attend events and recruit households to complete disaster survival plans
- With community leaders identify locations and dates for community workshops and host community workshops with emergency services volunteers and staff, community organisations etc
- Reward the completion of bushfire survival plans, disaster preparedness, etc. by granting each household a hand-crank radio with torch and USB charger, and document pouch in return for completing their plan
- Evaluate the completion rate of household disaster preparedness planning in individual communities and localities
- Report on program

Selection criteria

1. Advanced Diploma in Business Administration or another relevant field
2. Experience working with affected communities and individuals in disaster recovery
3. Experience in individual preparedness methods or relevant community preparedness projects.
4. Experience working in a local government context
5. Demonstrate ability to establish and maintain positive and productive work relations with key internal and external stakeholders including community groups.
6. Demonstrate experience in collating data and producing reports for different stakeholders.
7. Demonstrate ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
8. Demonstrate ability to meet the focus capabilities requirements of this position defined the position capabilities.
9. Current Class C Drivers License

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Position Capabilities

The local Government Capabilities Framework describes the core knowledge, skills and abilities expressed as behaviours, which set our 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.

More detailed descriptors of capabilities are available at:

<http://capabilities.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus for this position.

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	Intermediate
	Work Collaboratively	Intermediate
	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	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate

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ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's signature:

Date:

HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☐

No ☒

Is a criminal record check required for this position?

Yes ☒

No ☐