

Position Description

Community Disaster Resilience Officer



Position Title	Community Disaster Resilience Officer	Role ID	CGCDR1
Division	Corporate Services	Unit	Corporate Governance
Job Grade	7	Award	35
Reports To	Enterprise Risk and Emergency Management Officer		
Revised/Created	November 2021 – Created		

Primary Objective

- Embedding the Tweed Byron recovery planning framework within Tweed and Byron Shire Councils' arrangements.
- Working with Tweed community-based service providers to establish partnerships, strengthen networks and provide support.
- Work with Tweed community-based service providers to assist in the development of their business continuity plans.
- Fulfil the requirements of the Disaster Resilience Officer – Project Plan Sept 2021.

Values Statement

What We Value

Living and loving the Tweed.

We look after people and places, explore all opportunities and
are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute and we are willing to have a go.

We put back in to make a difference, so that our Tweed community is even better tomorrow
than it is today.

Organisational Environment

CORPORATE SERVICES

The Corporate Services Division provides a comprehensive range of support services across the organisation in the areas of human resources, risk, work health and safety, corporate compliance, audit, administration, governance, communication, customer service, corporate relations, finance, revenue, information technology, GIS and Integrated Planning and Reporting.

The Group supports the General Manager and the three operational Divisions in a participative and consultative environment aimed at facilitating organisational performance and competitiveness.

Position Description



Community Disaster Resilience Officer

Corporate Governance Unit

The Corporate Governance Unit provides client services relating to governance, insurance, delegations, records management, corporate compliance, enterprise risk management, emergency management and council meeting agenda and minutes preparation.

The Corporate Compliance Section specifically provides client services relating to advice on corporate policies and public access to Council information and input into the preparation of the annual report. The unit is also responsible for coordination of Office of Local Government statistical data.

The work environment is busy, responsive to customer demands and requires regular adjustment of priorities and activities.

Council is committed to the principles of ecological sustainability in all operations and responsibilities.

The Position

The position will work within the Corporate Governance Unit however will have strong connections with both the Byron Shire Council Community and Cultural Planning Unit and the Tweed Shire Council Community Services Section and liaise with both the Byron and Tweed Local Emergency Management Officers as alternate Chairs to the Tweed Byron Local Emergency Management Committee.

The Tweed Byron Local Emergency Management Committee recently endorsed the Tweed Byron Local Recovery Plan, a supporting plan to the Tweed Byron EMPLAN, and supporting Community Resilience Network (CRN) Guides. The position is therefore required to work with the respective Councils' nominated Recovery Officers to consolidate the CRNs and strengthen information sharing. To embed resilience awareness and capacity into the local community context linking into emergency management, local government, community services, environment groups, business, local communities and villages.

The position is to specifically deliver the following:

- A fully established and operational Tweed LGA community resilience network
- National community-led recovery benchmarks applied to Tweed LGA
- Conduct an annual review of the Tweed Community Resilience Network (CRN) Guide and update of data
- Identify and facilitate relevant training and development opportunities to CRN members (minimum 1 training session per year)
- Conduct annual desktop emergency scenario exercise to the CRN to test roles and capacity of recovery partners and networks
- Facilitate and support the provision of business continuity planning development
- Review and finalise social profiles for communities within Tweed LGA
- Test local recovery reporting/ information gathering processes and evaluate effectiveness

Position Description

Community Disaster Resilience Officer

- Assist with the delivery of emergency event exercises in consultation with the Tweed Byron Local Emergency Management Committee
- Support community initiatives to develop local resilience to emergency events
- Facilitate the inclusion of community recovery awareness and practices within the community service team at Tweed Shire Council.
- Assist with the development of an Emergency Services Field Day to promote local emergency service organisations.

This position uses Council's software to comply with organisational and legislative record keeping requirements.

The position is required to perform any other duties as directed by your Supervisor (within broad scope of job grade, skills and training).

The work of the position includes, but is not limited to, the following:

Key Responsibility Areas	Associated Key Duties
1. Community Development	<ul style="list-style-type: none">• Facilitate community consultation and self-determination, in particular:<ul style="list-style-type: none">○ Work with the community and relevant stakeholders to identify the needs of the community post disasters.○ Facilitate and prioritise the provision of services to affected individuals, families and the community.○ Consider community wishes in relation to rituals, symbols and anniversary events.
2. Project Management	<ul style="list-style-type: none">• Manage resources within project requirements.• Establish timelines and provide regular project reports, briefings and other relevant correspondence.• Maintain a flexible approach to the planning and development of relevant projects and plans in order to meet changing community need.
3. Relationship Management	<ul style="list-style-type: none">• Work collaboratively to develop strong and effective working relationships with peers, staff and stakeholders in order to deliver quality and timely communications and services.• Engage in wide-ranging consultation and negotiation with relevant stakeholders to facilitate appropriate and effective community development programs.• Provide a responsive level of client service enabling stakeholders to meet their business needs.• Contribute to the establishment of processes to gather feedback from clients to contribute to ongoing improvement.• Identify and develop community support systems and networks.

	<ul style="list-style-type: none">• Contribute to community awareness programs and the development of community based activities.
4. Information Management	<ul style="list-style-type: none">• Develop and disseminate strategic documents for key stakeholders regarding proposed and ongoing community development activities.• Produce and disseminate progress and final reports.• Develop strategies and tools for promulgating key community development information to relevant stakeholders.• Provide high level support and advice to community development stakeholders.• Maintain records in accordance with Council's policies and protocols.
5. Organisational Contribution	<ul style="list-style-type: none">• Understand and follow workplace safety initiatives, identify hazards and contribute to a safe working environment, as well as follow procedures to manage and minimise risks within the workplace.

The position requires attention to detail, flexibility and the ability to contribute to the provision of client services across the work of the Unit. Also the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

Health Safety and Environmental System (HSES) Responsibilities

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol all employees are required to perform their duties in accordance with their job category. WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For details of WHS Responsibilities, Authority and Accountabilities, staff and candidates are to refer to the following Protocol: [WHS Responsibilities, Authority and Accountabilities Protocol](#)

Compliance Training Requirements

In accordance with Council's legislative requirement under the Work, Health and Safety Regulation 2017, new staff will be provided with access to relevant training, information and instruction in order to safely perform their duties.

Infection Control and Immunisation Requirements

Council requires all incumbents occupying an identified position to undertake the course of immunisation outlined in the Infection Control Standard Operating Procedure.

For a complete list of identified positions and recommended immunisations, staff are to refer to the following Standard Operating Procedure: [WHS Infection Control Standard Operating Procedure](#)

Position Description

Community Disaster Resilience Officer

Organisational and External Relationships

Organisational Relationships

- Local Emergency Management Officer
- Local Recovery Officer
- Council nominated recovery environment representatives
- Community Services team

External Relationships

- Byron Shire Council, Manager Social and Cultural Planning
- Local Emergency Management Officer (Byron)
- Community Resilience Networks
- Community organisations and groups (including Red Cross, emergency service organisations, community service providers, business chambers etc)
- State Government agencies including Resilience NSW.

Location of Position

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor. Transportation to and from work and to perform the duties of the position, is the responsibility of the employee. When a driver's licence is a requirement of a position, the licence class is included in the Selection Criteria.

Term Contract

Appointment to this position is made under Clause 35 (i) Term Placements of the Local Government (State) Award, established under situation *(b) to perform the duties associated with an externally funded position where the length of the employment depends on the length of the funding*. This job justification could potentially vary throughout the life of the term contract, as such, the employment offer is the authoritative document.

Selection Criteria

Knowledge and Competence: (to be addressed in full when making application)

1. Diploma in Community Development, or relevant area of expertise.
2. Demonstrated application of community development and disaster recovery principles, practices, standards, and related disciplines and awareness of contemporary trends and issues and their application and impact.
3. Sound understanding of the NSW Emergency Management Arrangements.
4. Sound understanding of disaster risk reduction policy and practice in Australia.
5. Demonstrated planning and project management experience.
6. Demonstrated experience and competence in the analysis and integration of information from a variety of sources to develop and deliver reports and presentations.
7. Understanding the needs of a diverse range of customers and cultures and experience delivering services that meet these needs using initiative, creativity, negotiation, consultation and conflict resolution skills.
8. Analyse problems and formulate solutions based on the practical interpretation of policies, procedures and relevant legislation.

Position Description

Community Disaster Resilience Officer



Desirable:

9. Diploma of Public Safety (Emergency Management).

Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview. Council is seeking personal attributes and work values consistent with Council's Corporate Values.

The table below details the minimum behavioural standards expected of incumbents of this position. [View the full Tweed Shire Council Capability Framework](#)

Personal Attributes	Minimum Standard
Manage Self	Adept
Display Resilience and Adaptability	Adept
Act with Integrity	Adept
Demonstrate Accountability	Adept
Relationships	
Work Collaboratively	Adept
Communicate with a Customer and Community Focus	Adept
Influence and Negotiate	Adept
Results	
Plan and Prioritise	Adept
Think and Solve Problems	Adept
Deliver Results	Adept
Workforce Leadership (supervisory roles only)	
Manage and Develop People	N/A