

Position Description

Local Recovery Coordinator

Position Title	Local Recovery Coordinator	Role ID	SELRC1
Division	Sustainable Communities and Environment	Unit	Executive - SCE
Job Grade	9	Award	35
Reports To	Director Sustainable Communities and Environment		
Revised/Created	March 2022 – Created		

Primary Objective

- The position will be the primary contact with regard to Council's disaster recovery response to the February 2022 severe weather/flood event including the development and implementation of the local Recovery Action Plan, coordination of Council's Local Recovery Committee, recovery centres and communications with the Regional Recovery Committee.
- The position will lead, coordinate and implement effective community disaster recovery initiatives that in turn increase community capacity to better prepare and respond to future disaster events.

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

SUSTAINABLE COMMUNITIES AND ENVIRONMENT DIVISION

The Sustainable Communities and Environment Division is responsible for the Management of Resource Recovery, Sustainability and Environment, Parks and Active Communities, Community Services, Tweed Holiday Parks and Cultural Facilities throughout the Shire.

Position Description

Local Recovery Coordinator

The Position

The position is the primary point of contact for Council's disaster recovery response to the February 2022 severe weather/flood event. The position will coordinate the capture and dissemination of information and communications both internally and with external organisations including State and National Government departments and specifically Resilience NSW and the Regional Recovery Committee.

The position will undertake a community needs assessment to inform and, develop and implement the Shire's local recovery action plan to the February 2022 severe weather/flood event.

The position will collaborate with State Government agencies to coordinate the ongoing requirements for recovery centres, responding to changing community requirements as required.

The position provides leadership and direction to guide the Tweed's communities through recovery and build capacity to deal with future disasters. The position will engage across a wide range of internal and external stakeholders to identify synergies between Council Units' initiatives and facilitate efficient collaborations, reducing duplication, capture and document recovery successes and challenges to inform the development of community disaster planning, capacity and resilience.

It is essential that the incumbent is able to work in a complex, fast-paced and challenging environment and deliver short, medium and long-term results.

The position requires outstanding coordination and organising skills and the ability to maintain a strategic community capacity-building approach.

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

Key Responsibility Areas	Associated Key Duties
1. Communication	<ul style="list-style-type: none">• Act as Council's primary point of communication on disaster recovery.• Coordinate Council's Local Recovery Committee or equivalent and reporting of recovery progress and issues through the Regional Recovery Committee.• Develop a process so that stakeholders are clear about Council's role and what resources are available to aid community recovery.• Liaise with key stakeholders including local government, emergency service agencies, Community Service providers, and community groups in the delivery of recovery and preparedness initiatives.
2. Response	<ul style="list-style-type: none">• Maintain ongoing dialogue with response resources as necessary to ensure a clear transition from response to recovery.
3. Recovery	<ul style="list-style-type: none">• Develop the local recovery action plan in response to the February 2022 severe weather/flood event.

Position Description

Local Recovery Coordinator

	<ul style="list-style-type: none">• Coordinate with Resilience NSW to develop and implement a strategy to deliver the recovery centre function in response to changing requirements over time.• Work with the Community Services Unit to maximise the effective use of existing extensive networks.• Liaise with Council's Infrastructure Delivery Unit to coordinate collection and reporting of information related to infrastructure recovery• Liaise with Council's Land and Economic Development Unit to assist in the coordination and reporting on local business recovery.• Lead development and implementation of locally relevant community recovery• Actively engage with local community groups, agencies and committees• Provide guidance, support and advice to community groups, local organisations and agencies on best practice recovery and preparedness initiatives.
4. Resilience	<ul style="list-style-type: none">• Liaise with Council's Local Emergency Management Officer to build on existing disaster recovery activities and plans to develop a set of resources that support the community's capacity to respond and recover during future disasters• Create a process map drawing on input from across the organisation and external stakeholder resources• Incorporate into plans and processes, lessons from previous community-led responses such as volunteer donation hubs, identifying local individual leaders
5. Supervision	<ul style="list-style-type: none">• Supervise the Local Recovery Officer.• Monitor, review and manage performance.• Identify training and development needs.
6. Funding	<ul style="list-style-type: none">• Identify and coordinate application processes for Council and community recovery grants that support the community's capacity to respond, recover and strengthen resilience to future disasters.• Monitoring of the various funding sources & rules.

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.

Position Description

Local Recovery Coordinator

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](#)

Organisational and External Relationships

Organisational Relationships

- Extensive communication and collaboration across all Council Units, in particular working closely with the Community Services Unit teams

External Relationships

- Resilience NSW,
- Services NSW,
- Services Australia,
- Regional Recovery Committee
- Local Emergency Management
- community services organisations,
- Council Units,
- Other Councils and government agencies,
- community organisations,
- networks and representatives
- Local and regional agencies, networks and committees, for example the Community Resilience Network, the Northern Rivers Joint Organisation, Healthy North Coast etc.

Position Description

Local Recovery Coordinator



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.

Delegations and Authorities

Working with Children Checks

The duties of this position meet the criteria for child-related work and as a consequence a valid, current Working with Children Clearance is required. Where a clearance lapses or is revoked for any reason ongoing employment in this position will be reviewed.

Selection Criteria

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

1. Degree qualifications in social science, management, community development, emergency management or similar relevant qualifications
2. Demonstrated experience in a similar role
3. Demonstrated ability to engage with and influence internal and external stakeholders at various levels
4. Excellent organising and problem solving abilities
5. Experience coordinating projects in geographically dispersed communities
6. Understanding of the roles of local, state and federal government in disaster response, recovery and resilience
7. Experience in identifying and developing successful grant applications
8. Public speaking, facilitation and interpersonal skills
9. Proficiency in the use of technology, e.g. MS Office

Desirable

10. Applied knowledge of the NSW emergency management framework
11. Demonstrated experience working within the NSW emergency management framework

Position Description

Local Recovery Coordinator



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