

# POSITION DESCRIPTION



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**POSITION TITLE:** Emergency Management Coordinator  
**CLASSIFICATION:** Band 7  
**UNIT / DIVISION:** Economic and Community Development

**HUMAN RESOURCE MANAGER:** .....  
*Signature & Date*

**GENERAL MANAGER:** .....  
*Signature & Date*

**INCUMBENT:** .....  
*Signature & Date*  
.....  
*Print Name*

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## **POSITION OBJECTIVES**

As a member of the Economic & Community Development team, the Emergency Management Coordinator plays an important role in ensuring Campaspe Shire Council meets its emergency management obligations under the Emergency Management Act and Emergency Management Manual Victoria in prevention, preparedness, response and recovery.

The position is directly responsible for coordinating the delivery of Council's planning, preparedness, response and recovery in Emergency Management. The role ensures that continual improvement is achieved through ongoing review of emergency management planning processes.

## **KEY RESPONSIBILITIES**

- Deliver Council's emergency management obligations under the Emergency Management Act and Emergency Management Manual Victoria in prevention, preparedness, response and recovery functions.
- Support coordination of fire prevention planning under the Country Fire Authority Act
- Review and provide advice to enhance emergency facility management including Municipal Operations Coordination Centres (MOC) Emergency Relief Centres (ERC)
- Coordinate and deliver recruitment, induction and training of staff in emergency management roles and Council staff in emergency management, response and recovery.

## **ORGANISATIONAL RELATIONSHIPS**

Reports to: Corporate Strategy Manager

Supervises/Manages/Coordinates: Nil

Internal Liaisons: General Manager Economic & Community Development  
All staff

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External Liaisons:

- Community Support Agencies
- Country Fire Authority
- Emergency Management Victoria
- Emergency Service Organisations
- Municipal Association of Victoria
- Northern Victorian Emergency Management Cluster
- Victoria Police
- Victoria State Emergency Service.
- Members of the Public

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Achievement of the team's goals within agreed budgetary, time and quality constraints
- Freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives
- Decisions and actions may have an effect on the public perception of the wider organisation
- Assist with the development of team policies and procedures
- Manage resources with clear objectives and budgets with regular reporting to Manager to ensure adherence to plans
- Oversee the team to meet operational and strategic requirements
- Oversee the quality, effectiveness, cost and timelines of operations to ensure Council assets are managed appropriately
- Ensure safe working practices are adhered to and maintain awareness of all Occupational Health and Safety (OH&S) policies and procedures
- Adopt a proactive risk management approach to all Council activities that the position is responsible for and ensure that risks are identified, quantified and controlled and that Council employees, contractors and the community are protected against reasonable loss
- Ability to consider problems, research and present suitable solutions
- Identify and implement mechanisms to ensure Council's governance and legislative obligations are met

## **JUDGEMENT AND DECISION MAKING**

- Act within Statute and Council Policy and refer to Supervisor for decisions on any matter which may have an adverse effect on Council Policy, reputation or budget
- Use specialist knowledge and skills for problem solving
- Determine whether service deliverables are in accordance with Council's strategic and performance standards and raise any matters with Supervisor
- Ability to consider problems, research and present suitable solutions
- Guidance and advice will generally be provided, however may need to be sourced from outside of Council from time to time

## **SPECIALIST KNOWLEDGE AND SKILLS**

- Ability to identify and implement business improvement opportunities
- Knowledge of commercial and business management strategies and practices
- Understanding of the key issues and opportunities impacting regional Victoria and Local Government
- Understanding of the long term goals of the wider organisation and of the legal, socio-economic and political context in which it operates

## **MANAGEMENT SKILLS**

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- Ability to effectively plan, organise and manage time as well as set priorities for self and others in order to achieve targets
- Administration, coordination and scheduling skills to achieve desired outcomes
- Provide onsite supervision of contractors and sub-contractors where required
- Understanding of, and ability to implement personnel practices for staff and volunteers to ensure compliance with Occupational Health and Safety legislation, Risk Management requirements, Council policies and procedures
- Timely delivery of service deliverables in accordance with approved strategic and operational plans, frameworks and budgets, despite conflicting pressures
- Asset Management involves all areas of Council including those that plan services, provide services, manage assets, and manage financial functions. Asset management is a key element of Council's integrated planning.

## **INTERPERSONAL SKILLS**

- Ability to coordinate staff, volunteers, contractors, equipment and materials efficiently and effectively
- Ability to gain cooperation and assistance from Council staff, stakeholders and members of the public
- Ability to motivate and develop employees
- Highly developed interpersonal communication and decision making skills
- Problem solving and negotiation skills that achieve win-win outcomes
- Demonstrated ability to communicate effectively at all levels of the organisation
- Strong public speaking and presentation skills

## **QUALIFICATIONS AND EXPERIENCE**

### Mandatory

- A tertiary qualification and experience in a relevant discipline which may include risk management and/ or emergency management
- Experience in the use of standards, codes and legislation.
- Knowledge of supporting legislation & guidelines, e.g. Emergency Management Act, CFA Act, Emergency Management Manual Victoria, etc.
- Well-developed administrative skills including software applications and office management
- Valid driver's licence

### Desirable

- Local Government experience and knowledge of the current issues in Local Government in Victoria
- Qualifications and experience in community engagement

## **Key Selection Criteria**

1. Relevant qualifications and experience
2. Ability to introduce and enhance procedures and policies
3. Sound record of achieving work plan and/or project outcomes
4. Excellent written and interpersonal skills
5. Use high level communication skills within a team and community environment.

**Other Prerequisites** – Applicants must have a valid Australian visa with work rights and hold an Australian Driver's Licence.