

Emergency Management Coordinator

Tenure: Part Time / Permanent **Location:** Echuca

As a member of the Economic and 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. This role is part time, working 19 hours per week.

To be successful for this role you will require:

- 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

This is a Band 7 (circa \$90k ex superannuation pro rata) role in accordance with the Shire of Campaspe Enterprise Agreement 2016. For more information, please contact Andrew Cowin, Corporate Strategy Manager on (03) 5481 2260.

A copy of the position description can be obtained by visiting council's website at www.campaspe.vic.gov.au

Applications close: Midnight, Sunday 26 May 2019

To apply: Please email your cover letter, key selection criteria responses, resume and copy of qualifications/licences to employment@campaspe.vic.gov.au or send to:

Confidential – Human Resources Department
Campaspe Shire Council
PO Box 35
Echuca VIC 3564