

POSITION DESCRIPTION



POSITION TITLE: Resilient Communities Coordinator
CLASSIFICATION: Band 7
UNIT / DIVISION: Economic & Community Development

HUMAN RESOURCE MANAGER:
Signature & Date

GENERAL MANAGER:
Signature & Date

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

POSITION OBJECTIVES

As a member of the Economic & Community Development team, the Community Resilience Coordinator will work collaboratively with Campaspe communities and relevant agencies to build community capacity and resilience to emergencies.

The Community Resilience Coordinator will be responsible for;

- Working collaboratively with the Campaspe communities and relevant agencies to develop and deliver community resilience outcomes.
- Facilitating the development of capacity building and resilience of local Campaspe communities.
- Developing strong partnerships and networks that support innovation and enhanced community resilience.

KEY RESPONSIBILITIES

- Develop and coordinate a range of community education strategies to build resilience, raise awareness of environmental risks and recovery processes.
- Develop and deliver a range of multi-agency workshops and community engagement activities that build community resilience and strengthen community networks.
- Conduct research into emerging trends in Emergency Management at State, National and International level and, using contemporary emergency management theories, identify and implement actions which will impact on or assist community planning and preparedness

ORGANISATIONAL RELATIONSHIPS

Reports to: Corporate Strategy Manager

Supervises/Manages/Coordinates: Resilient Communities Officer

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Internal Liaisons:	General Manager Economic & Community Development All staff
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

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MANAGEMENT SKILLS

- 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

- Degree or diploma in community development or relevant social sciences discipline, or a relevant degree in environmental or emergency management or equivalent experience
- Experience in a community development context, including experience with projects and programs aimed at community resilience, emergency management and/or environmental sustainability
- Experience in planning with communities for flood, bushfire, or other hazards and/or other environmental related initiatives
- 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

Key Selection Criteria

1. Tertiary qualifications in community development or relevant social sciences discipline, or a relevant degree in environmental or emergency management or lesser formal qualifications with substantial relevant experience in these fields

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2. Experience in developing, facilitating and evaluating community capacity building programs that support implementation of contemporary emergency management practices
3. Strong continuous improvement focus to ensure processes are robust and effective in changing environments
4. Excellent written communication skills, including the ability to develop ideas into logical written communication, reports, plans and proposals

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