

JOB DESCRIPTION

Job Title: Emergency Management Coordinator - Resilience

Work Unit: Regional Services and Information

Responsible to: Manager, Emergency Management Office

Responsible for: No direct reports

Position purpose: This job exists to:

Support the Manawatū-Whanganui Civil Defence Emergency Management (CDEM) Group to build resilience by coordinating and supporting the delivery of specific Group Emergency Management Office outputs. This includes:

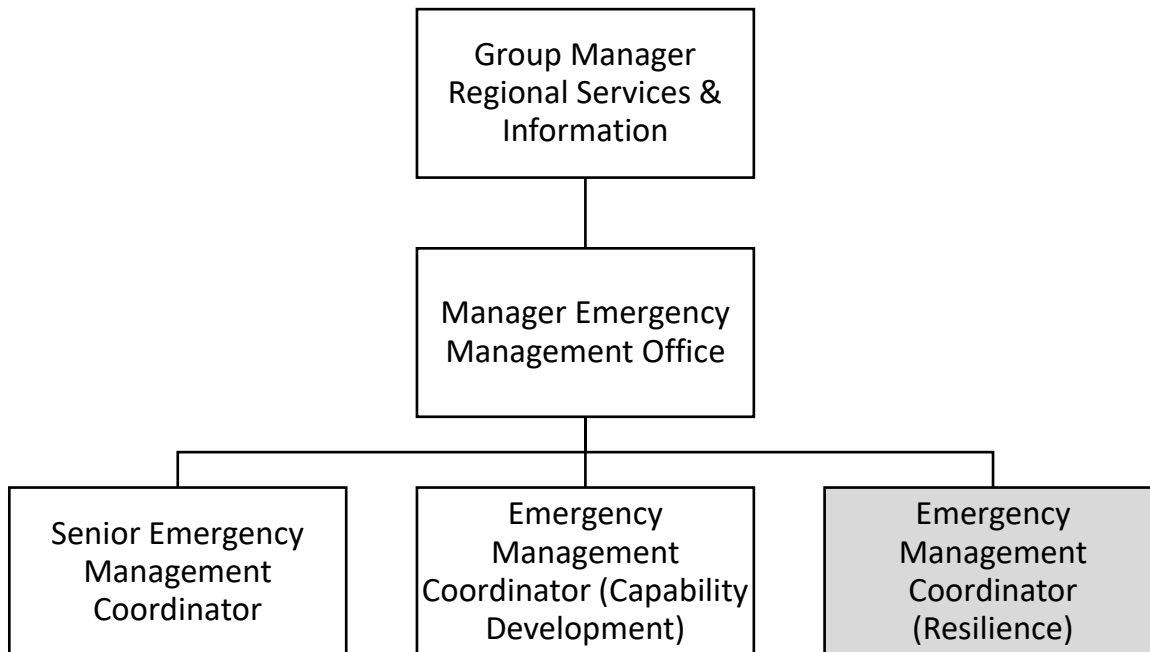
- Undertaking the responsibilities of Group Welfare Manager across the areas of Readiness, Response, and Recovery to enable the CDEM Group to meet its obligations under the CDEM National Plan, including the provision of regional level support to Iwi – particularly regional initiatives and organisations that support Iwi / Hapu in emergencies.
- Coordinating the development and ongoing maintenance of the CDEM Group Plan, and supporting strategies and plans.
- The initial assessment of national plans and strategies that affect the CDEM Group and coordinating feedback / submissions on behalf of the Group.
- Providing overarching support and coordination of community resilience efforts to ensure agreed methods of engagement is achieved, particularly iwi support agencies.
- Facilitating and supporting the operation of the Rural Coordination Group.
- Undertaking general Group Office Emergency Management Coordinator functions, including rostered Emergency Management duty officer requirements.

Context: The Manawatū-Whanganui CDEM (MW CDEM) Group Office provides professional emergency management services to support the wider MW CDEM Group to meet its statutory obligations, and achieve its vision, goals, and drivers as set out in its CDEM Group Plan.

Salary: \$71,611 (85%) – \$84,248 (100%) (Indicative)

Date: November 2021

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ National Emergency Management Agency ▪ Members of CDEM Committees (Coordinating Executive Group / Joint Committee) ▪ Welfare Coordination Group members ▪ Welfare Support agencies ▪ Local Welfare Managers ▪ Regional Emergency Management Officers ▪ CDEM Local Controllers ▪ CDEM Local Recovery Managers ▪ Welfare personnel from other CDEM Groups ▪ Iwi Support organisations ▪ Rural Coordination Group 	<ul style="list-style-type: none"> ▪ Emergency response staff ▪ CDEM Group Controllers ▪ CDEM Group Recovery Managers ▪ Emergency Management Office staff ▪ Communications and Promotions staff ▪ Horizons Iwi Liaison staff ▪ Other Horizons Regional Council Staff

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Group Welfare Manager	
<ul style="list-style-type: none"> • Fulfil the role of Group Welfare Manager for the MW CDEM Group (as set out in the National Plan 2015). • Coordinate and oversee the provision of welfare services for the MW CDEM Group across the 4 R's of reduction, readiness, response and recovery. • Chair the MW CDEM Welfare Coordination Group. Maintain membership, set agenda, and lead the development of the Terms of Reference and the annual welfare work programme. • Lead the oversight of the MW CDEM Group Welfare Plan and lead any updates to maintain currency and consistency with national and regional policy. • Provide reports and advice to the Coordinating Executive Group, Joint Committee, and Group Controllers on developments in the welfare space. • Establish and maintain close working relationships with relevant agencies, groups and individuals involved in welfare / emergency management – particularly Iwi and those key organisations formed to support them • Maintain oversight and coordination of lead and support welfare agencies to ensure that they are aware of their nationally agreed welfare responsibilities. • Contribute to, and lead the implementation of national welfare policy. • Lead the development and coordination of effective strategies and plans to underpin a successful regional welfare framework • Manage the welfare function in the response and recovery phases of emergency events, including managing the team in the Emergency Coordination Centre and maintaining oversight and coordination of the lead and support agencies who have nationally agreed responsibilities in the welfare space. • Organise or support welfare forums or workshops within the MW CDEM Group and/or national welfare forums. • Actively participate in networks with other CDEM Group Welfare Managers, including 	<ul style="list-style-type: none"> • Group Manager role is carried out in accordance with relative legislation and supporting guidance material • Welfare services are planned and provided for aligned to relative legislation and the MW CDEM Group Welfare Plan • Positive relationships are established and maintained with key groups and personnel involved in the delivery of welfare services. • Group Welfare Plan maintained to ensure currency aligned to relevant legislative and direction of the MW CDEM Group. • Reporting on welfare activities at each meeting of the Coordinating Executive Group and the Joint Committee and Group Controllers as relevant. • Local welfare groups feel supported by the MW CDEM Group on welfare matters. • Iwi and key regional organisations established to support them are an active part of the wider Group Welfare framework. There are solid relationships established with the key personnel involved and realistic expectations of capacity and capability of these and the Group. • Regular liaison with key welfare agencies maintained. • National policy implemented in accordance with the direction of the MW CDEM Group. • Plans and strategies are developed. • Welfare function managed during the response and recovery phases in accordance with the direction of the Group Controller / Recovery Manager. • Welfare forums / workshops are organised and run in accordance with the direction of the MW CDEM Group work programme. • Collaboration undertaken to share information / resources. • Positive relationships developed with neighbouring CDEM Group Welfare Managers and the National Welfare Coordination Group Chair. • Local Welfare Committees attended.

<p>sharing of welfare information, documents, tools and resources.</p> <ul style="list-style-type: none"> • Maintain a positive working relationship with the National Welfare Coordination Group Chair and other CDEM Group Welfare Managers. • Attend Local Welfare Committee meetings as required. 	
Planning and Strategy	
<ul style="list-style-type: none"> • Coordinate the development and ongoing maintenance and review of the MW CDEM Group Plan and supporting Group strategies and plans. • Coordinate the initial assessment of National Plans, Strategies, and proposed legislative changes and coordinate feedback / submissions on behalf of the MW CDEM Group. • Provide overarching support and coordination of community resilience efforts across the MW CDEM Group to ensure achievement of agreed methods of engagement. 	<ul style="list-style-type: none"> • Group Plan and supporting documents are up-to-date and regularly reviewed to ensure they remain relevant. • Plans / strategies and legislative changes assessed, feedback provided aligned to direction of MW CDEM Group. • Local community resilience activities across the MW CDEM Group supported aligned to agreed methods of engagement.
Group Office	
<ul style="list-style-type: none"> • Support the ongoing operation of the Rural Coordination Group (RCG) in conjunction with the RCG Chair. • Undertake general Emergency Management Coordinator duties (including rostered Duty Officer) and assist with wider CDEM Group projects as directed by the Manager Emergency Management Office. • Support the operation of Horizons Emergency Operations Centre (EOC) and the MW Group the Emergency Coordination Centre (ECC) in non-welfare related responses. • Support the operation of MW CDEM Group Office as required by Manager Emergency Management Office. • Contribute to Horizons Regional Councils Marine Oil Spill response outputs. 	<ul style="list-style-type: none"> • Key RCG relationships established and maintained and support provided to the RCG Chair to achieve group outcomes. • Emergency Management Advisor duties undertaken as directed, rostered Duty Officer functions carried out to the appropriate standard. • EOC and ECC activities undertaken as required. • MW CDEM Group Office supported as required. • Marine Oil Spill outputs supported as required.

Corporate Contribution	
<ul style="list-style-type: none"> • Maintain own professional development. • Undertake Performance Development tasks/responsibilities. • Undertake Health and Safety tasks/responsibilities. • Participate in emergency management activities as required. • Participate and contribute to corporate projects and inter-departmental initiatives as agreed. • Maintain Council plant and equipment. • Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting). 	<ul style="list-style-type: none"> • Appropriate training and development undertaken as agreed with the Chief Executive. • Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. • Contribution to projects and corporate initiatives is effective and valued. • Administration requirements are completed timely and accurately.

PERSON SPECIFICATION

Knowledge/Experience

Required:

- Experience in emergency management, community resilience, or a related field.
- Community engagement, welfare, or recovery experience particularly at the strategic or leadership level.
- Experience in developing and maintaining relationships with a diverse range of stakeholders and communities, including iwi.
- Ability to communicate information in a way that increases and builds positive relationships with key partners and communities.
- Ability to translate and communicate complex information to a range of stakeholder groups including political leaders.
- Ability to engender credibility, confidence, and display compassion.
- Ability to work effectively and influentially within the local government political environment.
- Demonstrated planning, coordination and project management skills.
- Demonstrated competent decision-making skills in emergency management situations.
- Hold a current and clean class 1 driver's license.

Desirable:

- Tertiary qualification in a relevant discipline. E.g. emergency management, development planning or community development, or equivalent experience in a related field.
- An understanding of CDEM-related legislation and supporting documents.
- An understanding of community issues, challenges and opportunities.
- An understanding of vulnerabilities and at risk groups within communities particularly related to hazards and risks.
- Good understanding of the CDEM sector and all its functions.

KEY JOB COMPETENCIES

Advanced Knowledge

- Communication skills
- Relationship development and management
- Presentation skills

Working Knowledge

- Understanding of Tikanga Maori & Te Reo Maori
- Microsoft suite
- Database management
- Time management
- Safe work practices
- Sensitivity to differing cultural perspectives.
- Community awareness
- Political awareness

COMPETENCIES FOR PERFORMANCE DEVELOPMENT

Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.

Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

Communication

- Use written and verbal language and style appropriate to the audience and context.

Teamwork

- Work constructively with people as a team member to achieve a common goal.

Dependability and Commitment

- Reliable and dedicated to achieving results.

Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

Leadership

- Creates a clear direction, inspires a shared commitment and leads by example.

Developing and Managing Performance

- Builds an environment that is focused on enhancing the skills and performance of individuals and teams.

PERSONAL ATTRIBUTES

- Demonstrates strategic thinking, strong analytical skills and ability to see the 'big picture'
- Adaptable and pragmatic within a rapidly changing environment.
- Solutions-focused.
- Relationship management focused.
- Demonstrates leadership, and motivate others.
- Has ability to create an environment that empowers others to act and succeed.
- Self-motivated.
- Demonstrates ability to manage own wellbeing in a pressured environment.
- Fosters supportive team environment, and shared ownership of activities and outcomes.
- Demonstrates empathy and willingness to understand and respect others' needs.
- Demonstrates commitment to ongoing personal and professional development.
- Demonstrates ability to reflect on own performance, recognising own abilities and limitations.

OTHER REQUIREMENTS

Be prepared to:

- On call availability outside of normal business hours.
- Undertake rostered Emergency Management Duty Officer Duties.
- Work in the field under a range of weather conditions.
- Occasional overnight stays away from home.

- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

Horizons Regional Council Core Values

Values are the essence of this organisation's philosophy for achieving success. They are the bedrock of our culture and our view of how Horizons Regional Council staff should behave. They also provide us with a common direction and guidelines for day-to-day behaviour.

Professionalism

Professionalism at Horizons Regional Council is delivering what is promised in a skilled, timely and appropriate manner.

Teamwork

Teamwork at Horizons Regional Council is successfully achieving shared goals through dialogue, cooperation and respect for others.

Integrity

Integrity at Horizons Regional Council is being honest with others; respectful of their race, gender, age beliefs or values.

Self-Responsibility

Self-responsibility at Horizons is highly valued. All individuals are responsible for actively managing their own behaviour, learning, developing, and performing, including accepting responsibility for actions.

Approved: _____ (Manager) Date: ____/____/____

Read and Understood: _____(Incumbent) Date: ____/____/____