

JOB DESCRIPTION

Job Title: Senior Emergency Management Advisor – Community Resilience
Work Unit: Regional Services and Information
Responsible to: Manager, Emergency Management Office
Responsible for: No direct reports
Position purpose: To support the effective delivery of emergency management services across the region, with a shared responsibility for leading and supporting coordinated response efforts during emergencies, while also contributing to all phases of emergency management.

Context:

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

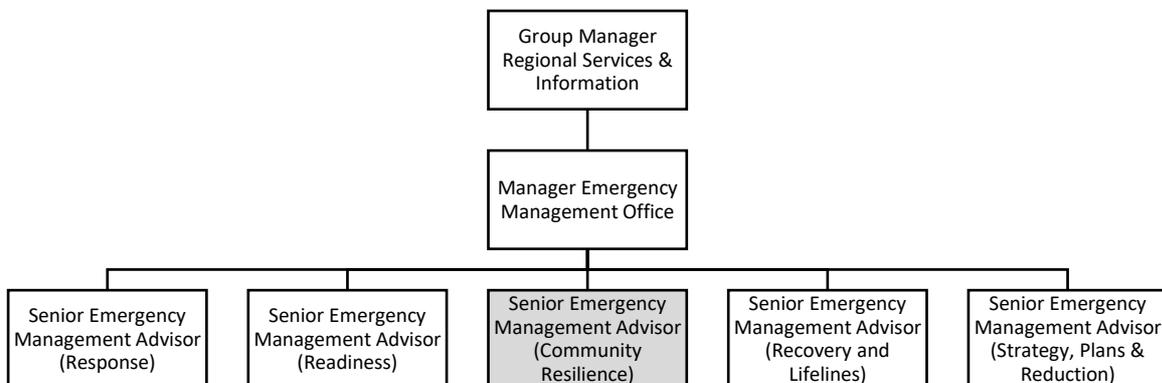
Focus area:

Support the Manawatū-Whanganui Civil Defence Emergency Management (CDEM) Group to build welfare, community and Iwi resilience by coordinating and supporting the delivery of specific Group Emergency Management Office outputs.

Salary: \$92,661 (85%) - \$109,013 (100%) (2024/25 range)

Date: June 2025

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

ACCOUNTABILITIES	SUCCESS MEASURES
Emergency Management Group Office - Key Responsibilities	
<ul style="list-style-type: none"> ▪ In conjunction with the wider Emergency Management Team: <ul style="list-style-type: none"> - Develop and implement programmes, systems, and partnerships that enhance the region's preparedness and readiness for emergencies. - Provide expert operational support during emergencies and contribute to the effective functioning of the Emergency Operations Centre (EOC) and Emergency Coordination Centre (ECC). - Foster strong working relationships across agencies to ensure an integrated and inclusive approach to emergency management. ▪ Support the operation of Horizons Emergency Operations Centre (EOC) and the MW Group the Emergency Coordination Centre (ECC) this includes advising response and planning functions as required. ▪ Support the operation of MW CDEM Group Office as required by Manager Emergency Management Office. ▪ Contribute to Horizons Regional Council's marine oil spill response activities, including working towards and attaining (as a minimum) the Maritime NZ Senior Regional Responder qualification, and if required, work towards ROSC accreditation. 	<ul style="list-style-type: none"> ▪ Emergency Management Advisor duties undertaken as directed. ▪ EOC and ECC activities undertaken as required. ▪ MW CDEM Group Office supported as required. ▪ Marine Oil Spill outputs supported as required.

Group Welfare Manager

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| <ul style="list-style-type: none"> ▪ Fulfil the role of Group Welfare Manager for the MW CDEM Group. ▪ 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 MW CDEM Group Welfare Plan and oversee any updates to currency and alignment 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, manage 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. ▪ Responsible for developing regional and Horizons Regional Council capability in the CIMS Welfare function, this includes delivering staff training and capacity building. ▪ Manage regional welfare during emergency response and recovery.,, ▪ Lead the ECC's coordination of welfare support agencies including those with national responsibilities. ▪ Organise and/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 sharing of welfare information, documents, tools and resources. ▪ Maintain a positive working relationship with the National Welfare Coordination Group | <ul style="list-style-type: none"> ▪ Group Welfare Manager role is carried out in accordance with relative legislation and supporting guidance material ▪ Welfare services are managed, planned, and provided for aligned to relative legislation, directors guidelines 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 is implemented to ensure coordination is aligned with relevant legislation and the strategic direction of the MW CDEM Group. ▪ Reporting on welfare activities at each meeting of the Coordinating Executive Group and the Joint Committee. . ▪ 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. ▪ Be prepared to deploy to assist regionally or nationally if required. |
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<p>Chair and other CDEM Group Welfare Managers.</p> <ul style="list-style-type: none"> Attend local welfare committee meetings as required. 	
Strengthen Iwi and Cultural Partnerships	
<ul style="list-style-type: none"> Foster strong, trust-based relationships with iwi and hapū through regular hui and kanohi ki te kanohi engagement, ensuring genuine partnership in welfare and emergency management. Provide culturally responsive support and coordination, guided by tikanga Māori, to enhance iwi and hapū resilience, preparedness, and response capability across the region. In partnership develop and implement iwi and marae-based community response plans, recognising marae as central to community resilience, response, and recovery efforts. Design and deliver culturally appropriate community engagement and training initiatives that support Māori participation and leadership in emergency management, including tailored mentoring opportunities. Ensure emergency management activities uphold the principles and obligations of Te Tiriti o Waitangi, actively engaging iwi as Treaty partners and embedding Māori perspectives throughout planning and response frameworks. Advocate for the integration of Māori knowledge, practices, and resources into regional emergency management approaches, supporting a more inclusive and effective system. Monitor, track, and report on engagement activities and cultural resilience initiatives, demonstrating progress and impact across all areas of iwi and hapū engagement. 	<ul style="list-style-type: none"> Close relationships developed and maintained with Iwi at all levels of emergency management. Foster trust and strengthen relationships between Iwi and Council Emergency Management teams, paving the way for future partnerships and shared goals in community development, readiness, and response. Strategies and practices are put in place to ensure community support agencies, particularly those from diverse cultural backgrounds, are prepared for emergencies and can recover quickly and effectively when disasters occur. Improved Iwi Community and Emergency Management Response Plan Collaboration ensures that regionally Iwi (Māori communities) are well-prepared to respond to emergencies. Ensure that cultural groups and their support agencies are, well-connected to navigate both current and future emergency challenges. Empower Māori communities so they can contribute to the success of emergency response across the region. Enhanced regional resilience and readiness of Iwi and cultural groups, where they have the resources, training, and support they need to effectively respond to emergencies. Community response plans for Iwi are developed collaboratively with TA partners, ensuring they are well-implemented and effectively tested in real scenarios. Emergency management activities are seen as culturally sensitive and inclusive, and where Iwi communities feel their cultural practices and Treaty partnership rights are respected in emergency management processes. Iwi have a strong, capable leadership in emergency management, with a robust system for ongoing training and capacity building. Successful integration of Māori and specific cultural knowledge into the broader emergency management framework, ensuring that cultural ways of responding to

	emergencies are respected and incorporated into planning and operations.
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Community Readiness and Planning	
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<ul style="list-style-type: none"> ▪ Develop and implement regional community resilience strategies and activities. ▪ Develop, lead and integrate the Regional Community-led Welfare Centre, and Civil Defence Centre strategy, policy and training for the Group. ▪ Plan and manage community needs assessments process for the region and ensure need assessment tools are integrated in the regional Common Operating Picture (COP). ▪ Manage and coordinate regional community resilience engagement projects. ▪ Coordinate with our stakeholders to develop implement and assure regionally consistent and integrated community response plans. ▪ Drive inclusive engagement with governance, Iwi, and community leaders to ensure community plans reflect the needs of all people, including disabled and culturally diverse communities. Proactively identify opportunities to strengthen participation and outcomes for underrepresented groups. ▪ Use risk assessments to identify potential hazards and vulnerabilities to communities (including Iwi) across the region. ▪ Provide training support and capacity building to assist the Territorial Authorities with their volunteer community groups. ▪ Lead regional community response and resilience preparedness and capabilities. ▪ Lead the integration and coordination of volunteers in emergency readiness and response by maintaining strong regional relationships and ensuring effective volunteer involvement. ▪ Develop regional youth in CDEM programme in partnership with Territorial Authorities, partner agencies, Iwi and emergency services. 	<ul style="list-style-type: none"> ▪ Regional community resilience is strengthened in line with national and regional policy. ▪ Regional community-led welfare centre and Civil Defence Centre policy is integrated and consistent across the region. ▪ Regional need assessment process and tools are fit for purpose, regionally consistent and work for all regional stakeholders. ▪ Community resilience projects are managed and delivered to high standard. ▪ Community resilience engagement is successful across all communities.. ▪ Ensure Regional Community engagement includes vulnerable communities and the disability sector. ▪ Coordinated, collaborative strategies and community plans are designed to ensure a unified and effective response to regional emergencies. ▪ Strategies and plans include diverse, cultural and isolated communities. ▪ Successful delivery of hazard and risk awareness and preparedness programs in emergency management ensures resilient regional organisations and communities capable of responding effectively to emergencies. ▪ Regional risks, vulnerabilities and hazards identified and communicated with emergency management stakeholders. ▪ Volunteer groups are effectively supported to ensure they are trained and equipped to become and invaluable asset to the regional emergency response system. ▪ Community preparedness, awareness and resilience is increased across the region. ▪ Volunteers groups and teams are inducted into the ECC and council Operations staff are trained to work with volunteer groups. ▪ Having built effective relationships and developed management strategies of spontaneous volunteers will ensure their contributions are aligned with the requirements of the emergency response. ▪ Youth are engaged in activities related to emergency management, response and
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	recovery, enhancing community resilience into the future.
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Corporate Contribution	
<ul style="list-style-type: none"> ▪ Maintain own professional development. ▪ Undertake Performance Development tasks/responsibilities. ▪ Undertake Health and Safety tasks/responsibilities. ▪ 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

Essential Qualifications:

- Tertiary qualification in a relevant discipline (e.g., emergency management, welfare services or equivalent experience in a related field).
- Hold, or be actively working towards, the Maritime NZ Senior Regional Responder qualification. If required by Manager Emergency Management, work towards Regional On-Scene Commander (ROSC) accreditation. On-the-job training will be provided to support attainment of these qualifications.
- Hold a current and clean class 1 driver's license.

Essential Experience:

- Senior-level emergency management experience, particularly in community engagement/welfare roles.
- Proven ability to build and maintain relationships with diverse stakeholders, including iwi Māori, and foster positive community engagement.
- Experience working within the local government political environment and navigating its complexities.
- Demonstrated planning, coordination, and project management skills in high-pressure situations.
- Competent decision-making abilities during emergency management situations, with a proven track record.

Desirable Skills & Abilities:

- Knowledge of or experience with iwi/Tikanga Māori and an understanding of their relevance in emergency management.
- Understanding of CDEM-related legislation and supporting documents.
- Comprehensive understanding of the CDEM sector and its functions.
- Experience using operational systems and GIS products (e.g., D4H) for response and planning.

KEY JOB COMPETENCIES

Advanced Knowledge

- In-depth understanding of emergency management, including advanced knowledge of community issues, vulnerabilities, and at-risk groups, particularly in relation to emergency management planning.
- Decision-making capabilities in emergency management scenarios, particularly in high-pressure or crisis situations.

- Strong communication skills, including the ability to translate complex, technical information to diverse stakeholders (i.e., political leaders, iwi Māori, local communities).
- Cultural competency, including the ability to engage with diverse cultural community groups.

Working Knowledge:

- Knowledge of Health and Safety requirements in emergency management planning and response.
- Political awareness and ability to navigate local government and stakeholder environments.
- Experience with Geospatial systems (e.g., GIS/D4H) in planning and operations.
- Proficiency in Microsoft Suite and project management software.
- Time management and prioritisation in high-pressure situations.
- Community awareness and understanding diverse group needs in planning.

Other Requirements:

Be prepared to:

- Be on call 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.

ORGANISATIONAL KEY BEHAVIOURAL COMPETENCIES

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.

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.

NGĀ UARA O NGĀ PAE | HORIZONS VALUES



Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

Kia Mau Ki Te Tokanga Nui a Noho

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

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