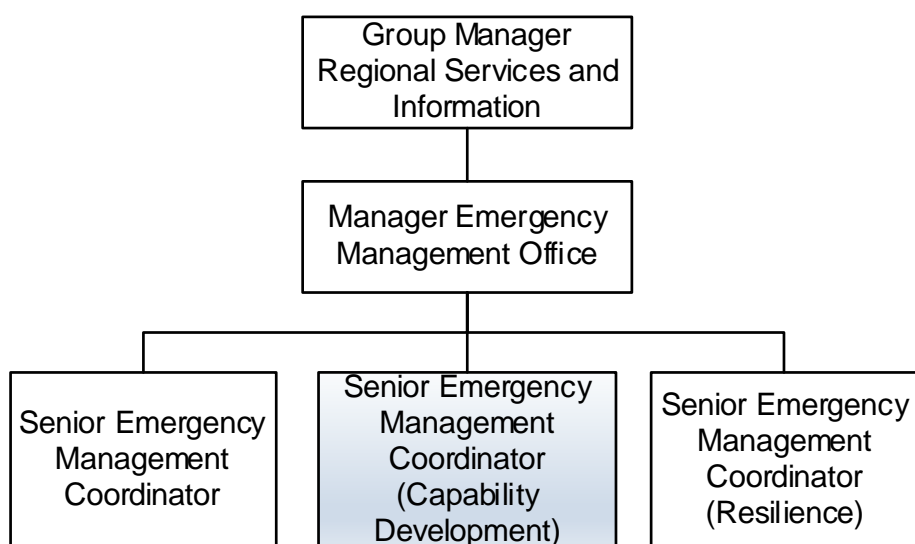


JOB DESCRIPTION

Job Title:	Senior Emergency Management Coordinator – Capability Development
Work Unit:	Regional Services and Information
Responsible to:	Manager, Emergency Management Office
Responsible for:	No direct reports
Position purpose:	<p>This job exists to:</p> <p>Support the Manawatū-Whanganui Civil Defence Emergency Management (CDEM) Group to build capability by leading, coordinating and supporting the delivery of specific Group Emergency Management Office outputs. This includes:</p> <p>Lifelines</p> <ul style="list-style-type: none">• Lead, coordinate and support the activities of the Manawatū-Whanganui Lifelines Advisory Group across the areas of Readiness, Response, and Recovery to enable the CDEM Group to meet its obligations under the CDEM National Plan.• Lead the Coordination and review, including the further development of the Groups Lifelines documents and processes.• Oversee and project manage initiatives of the Lifelines Advisory Group. <p>Recovery</p> <ul style="list-style-type: none">• Lead the Coordination and development and ongoing maintenance of the CDEM Group Recovery Plan, including the specific provision of recovery support to iwi.• Lead and Coordinate strategic planning for recovery activities across the CDEM Group aligned to Group Plan requirements.• In conjunction with the Group Recovery Manager, lead the development of systems and procedures to support recovery requirements in the Group Emergency Coordination Centre (ECC). <p>Capability Development</p> <ul style="list-style-type: none">• Manage and Coordinate the development and implementation of the CDEM Group annual training plan, including the required management and reporting requirements.• Manage and Coordinate the capability development of key CDEM staff. <p>Group Office</p> <ul style="list-style-type: none">• Undertake general Group Office Emergency Management Coordinator functions, including rostered Emergency Management duty officer requirements.
Context:	<p>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.</p>
Salary:	\$83,427 (85%)–\$98,149 (100%)
Date:	March 2023

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) ▪ National Lifelines Committee ▪ Manawatū-Whanganui Lifelines Advisory Group Chair and wider membership ▪ Regional Emergency Management Officers ▪ CDEM Local Recovery Managers ▪ Lifelines personnel from other CDEM Groups ▪ Iwi organisations across the region 	<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
LIFELINES	
<ul style="list-style-type: none"> • Manage and Coordinate the activities of the Lifelines Advisory Group (LAG) across the 4 R's of reduction, readiness, response and recovery. • In conjunction with the LAG Chair develop and manage the annual business plan. • In conjunction with the LAG Chair develop and manage the LAG work programme. • Support the Chair of the LAG to meet the aims and goals of that group. • Manage and Coordinate the development and implementation of lifelines operational arrangements in the Group ECC, including the identification and training of Lifeline Utility Coordinators (LUCs). • Maintain oversight of national and local policy, and legislation to ensure the CDEM Group meets its statutory obligations regarding lifelines. • In conjunction with the LAG Chair provide reports and advice to the CDEM Coordinating Executive Group, Joint Committee, and Group Controllers on developments in the Lifelines space. • Establish and maintain close working relationships with relevant agencies, groups and individuals involved in lifelines. • Maintain the LAG contact list and ensure the LAG meets at least six-monthly. • Actively participate in networks with other CDEM Group lifelines staff, including sharing of information, documents, tools and resources. • Manage and lead the organisation of exercises to test arrangements and to develop the capability of the LAG. • Maintain a positive working relationship with the LAG. 	<ul style="list-style-type: none"> • Activities are managed aligned to legislative requirements and Group doctrine. • Annual business plan is suitable for the needs of the CDEM Group and consistent with the functioning of the LAG. The plan is kept current and updated as needed. • Work programme in place and aligned with the annual business plan. Work programme is delivered on-time and within budget. • Support provided to the satisfaction of the LAG Chair. • Procedures are in place with associated supporting operating procedures. LUCs identified and trained. • Lifelines outputs are carried out aligned to respective doctrine. • Reporting on lifelines activities at each meeting of the Coordinating Executive Group and the Joint Committee and Group Controllers as relevant. • Key relationships are established and maintained. • Contact list is regularly reviewed and updated as required. Minimum of two LAG meetings per year. • Networking and collaboration undertaken to share information / resources. • Exercising taken place, opportunities for improvement noted, reported and implemented. • Positive relationships maintained, in particular with the LAG Chair.
Recovery	
<ul style="list-style-type: none"> • Coordinate the development and ongoing maintenance and review of the MW CDEM Group Recovery Plan, including the specific provision of recovery support to iwi. 	<ul style="list-style-type: none"> • Recovery Plan and supporting documents are up-to-date and regularly reviewed to ensure they remain relevant. Iwi engagement is undertaken.

<ul style="list-style-type: none"> • Manage and coordinate strategic planning for recovery activities across the CDEM Group aligned to Group Plan requirements. • Develop systems and procedures to support recovery activities in the Group ECC. • Manage and coordinate the initial assessment of national plans and strategies that affect the CDEM Group in maintaining and further developing its recovery responsibilities. 	<ul style="list-style-type: none"> • Activities are coordinated aligned to direction of CDEM Coordinating Executive Group (CEG) and reported accordingly. • Systems and procedures developed in conjunction with Group Recovery Managers and tested to ensure operability. • Assessments carried out and reported to CEG including relative advice on emerging issues.
Capability	
<ul style="list-style-type: none"> • Manage and coordinate the development and implementation of the CDEM Group annual training plan, including the required management and reporting regimes. • Manage and coordinate the capability development of key operational staff, including but not limited to Group Controllers, Group Recover Managers, Group Response Managers, Group Welfare Managers and Lifeline Utility Coordinators. 	<ul style="list-style-type: none"> • Training plan developed, communicated, approved by CEG and implemented. Administrative procedures carried out to required standards. • Operational capability maintained to ensure key staff trained to recommend standards.
Group Office	
<ul style="list-style-type: none"> • 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 ECC. • Budget management in support of the Manager Emergency Management Office. • 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"> • 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, capability development, or a related field at a senior level.
- Experience in developing, managing, and maintaining relationships with a diverse range of stakeholders and communities.
- 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, capability 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.
- Experience in iwi/māori engagement.
- 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.

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:

- Be 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: ____/____/____