

## JOB DESCRIPTION

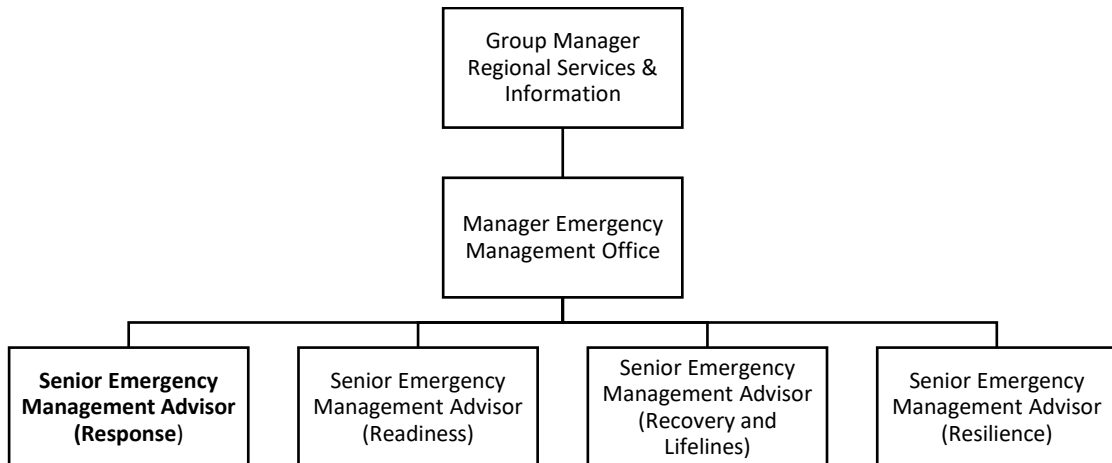
**Job Title:** Senior Emergency Management Advisor (Response)  
**Work Unit:** Regional Services and Information  
**Responsible to:** Manager, Emergency Management Office

**Position purpose:** This position exists to support the Manawatū-Whanganui Civil Defence Emergency Management (CDEM) group in response operations by leading, coordinating and supporting the delivery of specific Group Emergency Management Office outputs.

**Salary:** \$92,661 (85%) – \$109,013 (100%)

**Date:** February 2025

## ORGANISATIONAL CONTEXT



## FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> <li>▪ Regional Emergency Services</li> <li>▪ Regional Territorial Authorities</li> <li>▪ Maritime New Zealand</li> <li>▪ Iwi (Tier 2 Marine Oil Spill Plan)</li> <li>▪ Navigation/Water Safety Groups</li> <li>▪ National Emergency Management Agency</li> <li>▪ Emergency Management Officers &amp; Advisors</li> <li>▪ General Public</li> <li>▪ Regional Iwi</li> </ul>	<ul style="list-style-type: none"> <li>▪ Group Manager Regional Services and Information</li> <li>▪ Manager Emergency Management Office</li> <li>▪ Emergency Management Office Staff</li> <li>▪ Emergency Operations Centre/Coordination Staff</li> <li>▪ CDEM Group Controllers</li> <li>▪ CDEM Group Recovery Managers</li> <li>▪ CDEM Function Managers</li> <li>▪ All Horizons Staff</li> </ul>

## KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
<b>Civil Defence Emergency Management</b>	
<p><b>Emergency Management Office</b></p> <ul style="list-style-type: none"> <li>▪ Support the outputs of the Emergency Management Office (EMO). Support the Manager Emergency Management Office (Manager-EMO) in the administration of the EMO and the CDEM Group.</li> <li>▪ Support the Manager-EMO in the oversight and delivery of CDEM services including the mentoring, and skill development of Emergency Management Office staff and council staff.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Emergency Management Office outputs are effectively managed and maintained. The administration of the Emergency Management Office and CDEM Group is maintained as required.</li> <li>▪ Effective business relationships are maintained with clients. Client business plan outputs and targets are met as agreed and staff capability is maintained.</li> </ul>
<p><b>CDEM Group</b></p> <ul style="list-style-type: none"> <li>▪ Contribute to CDEM Group outputs as required by the Manager-EMO.</li> <li>▪ Represent the CDEM Group at Joint Standing Committee (JSC) and, Coordinating Executive Group (CEG) meetings.</li> <li>▪ Attend local Emergency Management Committee meetings as requested by the Manager-EMO.</li> <li>▪ Undertake general Emergency Management Advisor duties (including rostered Duty Officer) and assist with wider CDEM Group projects as directed by the Manager-EMO.</li> <li>▪ Support the operation of Horizons Emergency Operations Centre (EOC) and the MW Group Emergency Coordination Centre (ECC).</li> <li>▪ Budget management in support of the Manager Emergency Management Office.</li> <li>▪ Support the operation of MW CDEM Group Office as required by Manager Emergency Management Office.</li> <li>▪ Contribute to Horizons Regional Councils Marine Oil Spill response outputs.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Contribution is aligned to the Managers requirements.</li> <li>▪ Outputs are managed to required levels.</li> <li>▪ Representation and contribution at JSC and CEG is to appropriate levels.</li> <li>▪ Meetings are attended as required.</li> <li>▪ Contribution is aligned to the Managers requirements.</li> <li>▪ Rostered Duty Officer Functions are carried out to the appropriate standard. Duty Officer Rosters are effectively coordinated enabling 24/7 operational capability.</li> <li>▪ EOC and ECC activities undertaken as required.</li> <li>▪ MW CDEM Group Office supported as required.</li> <li>▪ Marine Oil Spill outputs supported as required.</li> </ul>

## Horizons Emergency Operations Centre (EOC) & CDEM Group Emergency Coordination Centre (ECC)

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| <ul style="list-style-type: none"> <li>▪ Manage and Coordinate staff training and exercises to ensure that the effective operational capability of the EOC/ECC is maintained.</li> <li>▪ Manage and Coordinate the maintenance of all resources required for the effective and efficient operation of the EOC/ECC, including the implementation of operational and recovery systems and procedures.</li> <li>▪ Develop emergency response training programs specifically tailored for iwi function leads and iwi advisors.</li> <li>▪ Manage &amp; review Horizons Emergency Response Manual and all supporting EOC/ECC documentation and procedures by 30 June each year.</li> <li>▪ Operate Emergency Management radio communications equipment and ensure radio equipment is tested and maintained to a high standard.</li> <li>▪ Carryout rostered EOC/ECC response manager duties during Emergency activation.</li> <li>▪ Lead and Coordinate debriefs and After Action Reviews resulting from activation of the EOC/ECC.</li> <li>▪ Develop and manage Emergency Management Duty Officer Rosters and procedures to ensure a 24/7 capability.</li> <li>▪ Carryout rostered Emergency Management Duty Officer Requirements.</li> <li>▪ Coordinate and oversee the business continuity planning and management regime of the Emergency Management Office.</li> <li>▪ Maintain and manage all Horizons Flood Action Plans and carryout scheduled reviews in conjunction with key stakeholders.</li> <li>▪ Maintain a functional relationship with all EOC/ECC staff and local emergency management officers.</li> <li>▪ Lead and Coordinate staff training, procedures and exercises to ensure that there is an effective operational capability to staff, deploy, and operate flood management infrastructures (Moutoa Sluice Gates, Whanganui Flood Barriers, Makino Diversion Structure, Tangimoana Gates, Foxton Flood Barrier)</li> <li>▪ Coordinate the yearly review of, and the maintenance of the river height warning system lists. (RHWS) including any manual dial out lists.</li> <li>▪ Coordinate the addition and deletion of customers from the RWHS.</li> <li>▪ Develop and implement procedures for testing RHWS system.</li> </ul> | <ul style="list-style-type: none"> <li>▪ EOC/ECC is maintained to a high level of operational capability. Ongoing training and exercises are planned and conducted.</li> <li>▪ Controllers, Recovery and Welfare Managers and other EOC/ECC staff capability is maintained.</li> <li>▪ Annual training plan is effectively developed and implemented ensuring it is approved by the Manager-EMO and endorsed by the Chief Executive by 30 June of each preceding year.</li> <li>▪ Resources required for EOC/ECC are maintained in an operational state. Functional systems are fully implemented as required.</li> <li>▪ Iwi perspectives are successfully integrated into regional emergency management frameworks and ECC operations.</li> <li>▪ Emergency Response Manual and supporting documents are reviewed and updated annually by due date. Operating procedures are managed to ensure the EOC/ECC is in an appropriate state of readiness as required by the Manager-EMO.</li> <li>▪ Emergency Management radio communications equipment is maintained in an operative state and weekly radio checks are completed with all stations on the network and any issues are reported to HRC RF network engineers.</li> <li>▪ EOC/ECC duties are carried out as required by the Response Manager/Controller.</li> <li>▪ Debriefs are held following activation of the EOC/ECC and required actions are documented and followed up.</li> <li>▪ Appropriate business continuity procedures are in place and maintained for the Emergency Management Office.</li> <li>▪ Flood Action Plans are maintained and reviewed in accordance with schedule and input from stakeholders.</li> <li>▪ Functional relationships are maintained.</li> <li>▪ RWHS review is completed timely and is maintained. Manual dial out lists are current.</li> <li>▪ RWHS is tested on a 6 monthly basis.</li> <li>▪ HSCC meetings are attended; information is disseminated and actioned as relevant.</li> <li>▪ Maintenance is carried out to ensure ongoing operability to provide flood warnings.</li> <li>▪ Horizons D4H Systems are managed effectively to ensure a more coordinated and efficient, emergency management response.</li> </ul> |
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<ul style="list-style-type: none"> <li>▪ Manage and Coordinate staff meetings to review operational systems and process.</li> <li>▪ Attend New Zealand Fire &amp; Emergency Hazardous Substance Coordination Committee meetings.</li> <li>▪ Coordinate the maintenance of the camping ground flood warning alarm systems.</li> <li>▪ Manage Horizons D4H Systems.</li> <li>▪ Ensure that D4H and other response systems are correctly configured for ECC/EOC requirements. This includes setting up appropriate incident categories, response protocols, and staffing requirements.</li> </ul>	
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<p><b>Oil Spill Response</b>  <b>Manage Horizons Tier 2 Marine Oil Spill outputs</b></p>
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<ul style="list-style-type: none"> <li>▪ Maintain a functional relationship with Maritime New Zealand (MNZ) Marine Pollution Response staff.</li> <li>▪ Maintain sufficient numbers of Horizons trained oil spill response staff in accordance with MNZ Tier 2 requirements.</li> <li>▪ Lead, develop and Coordinate staff training and exercises for response to marine oil spills in accordance with MNZ Tier 2 requirements.</li> <li>▪ Ensure that MNZ Oil Spill Equipment is maintained to required levels.</li> <li>▪ Manage, Maintain and review the Tier 2 Marine Oil Spill Contingency Plan to MNZ requirements.</li> <li>▪ Develop &amp; maintain a functional relationship with relevant Iwi regarding oil spill responses and Tier 2 Plan review requirements.</li> <li>▪ Develop and prepare the MNZ output budget for approval.</li> <li>▪ Prepare and invoice MNZ quarterly aligned to output budget.</li> <li>▪ Ensure the maintenance and replacement of oil spill response equipment as required.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Functional relationships are maintained with key MNZ personnel.</li> <li>▪ Numbers are aligned to risk criteria as established by MNZ.</li> <li>▪ Training is carried out to the requirements of MNZ.</li> <li>▪ Maintenance of equipment is in accordance with MNZ specifications</li> <li>▪ Tier 2 Contingency Plan is maintained and reviewed in accordance with legislative requirements.</li> <li>▪ A functional relationship is maintained with relevant Iwi. Appropriate Iwi representation is identified for engagement with during oil spill responses and Tier 2 Plan reviews.</li> <li>▪ MNZ budget prepared in accordance with MNZ requirements and within required timelines.</li> <li>▪ MNZ quarterly returns prepared in accordance with MNZ requirements and within required timelines.</li> <li>▪ Horizons spill response equipment is maintained in good working order ready for deployment.</li> <li>▪ Lead and Manage MNZ on scene oil spill events as the ROSC.</li> </ul>
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<p><b>Navigation Safety</b>  <b>Manage Horizons Navigation Safety outputs</b></p>
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<ul style="list-style-type: none"> <li>▪ Implement Council recommendations arising from reviews of activities regarding navigable waters within the region.</li> <li>▪ Perform duties of Harbourmaster for the Manawatū River &amp; its tributaries.</li> <li>▪ Manage the administration, review and further development of the Manawatū Rivers &amp; Tributaries Navigation &amp; Safety Bylaw as required.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Activities are implemented aligned to Council requirements.</li> <li>▪ Duties are performed in accordance with Bylaw and legislative requirements.</li> <li>▪ Bylaw is maintained and reviewed in accordance with legislative requirements.</li> <li>▪ Local MRUAG meetings are attended as requested by the group.</li> <li>▪ Informative reports are presented to</li> </ul>
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<ul style="list-style-type: none"> <li>▪ Maintain a functional relationship with the Manawatū River Users Advisory Group (MRUAG).</li> <li>▪ Prepare and present reports to MRUAG Council meetings as required.</li> <li>▪ Develop and maintain systems for processing of requests for speed uplifting's under the Bylaw.</li> <li>▪ Review and maintain relevant river signage on the Whanganui &amp; Manawatū Rivers.</li> <li>▪ Maintain functional relationships with MNZ and the Manawatū &amp; Whanganui Coastguard on matters relating to navigation safety.</li> <li>▪ Manage the Whanganui Coastguard contract for Navigation Safety.</li> </ul>	<p>Biannual RUAG Council meetings.</p> <ul style="list-style-type: none"> <li>▪ RUAG reports are provided as requested.</li> <li>▪ Requests for uplifting's are processed in accordance with legislative requirements.</li> <li>▪ Signage is in accordance with legislative requirements and as agreed with key stakeholders.</li> <li>▪ Functional relationships are maintained with the various groups regarding navigation safety.</li> <li>▪ Coastguard contract is effectively managed throughout the year and reported on to Council by 30 June each year. Contract is reviewed for effectiveness and recommendations made for change by 30 November each year to ensure changes can be made to annual/long term plans.</li> </ul>
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<b>Corporate Contribution</b>	
<ul style="list-style-type: none"> <li>• Maintain own professional development</li> <li>• Undertake Performance Development tasks/responsibilities.</li> <li>• Undertake Health and Safety tasks/responsibilities.</li> <li>• Participate in emergency management activities as required.</li> <li>• Participate and contribute to corporate projects and inter-departmental initiatives as agreed.</li> <li>• Maintain Council plant and equipment.</li> <li>• Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Appropriate training and development is undertaken as agreed.</li> <li>▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.</li> <li>▪ Contribution to projects and corporate initiatives is effective and valued.</li> <li>▪ Administration requirements are completed timely and accurately.</li> </ul>

## **PERSON SPECIFICATION**

### **Essential Qualifications:**

- Tertiary qualification in a relevant discipline (e.g., emergency management, capability development, or equivalent experience in a related field).
- MNZ Regional on Scene Commander (ROSC) accreditation required (On the job training will be provided to obtain this qualification).
- Hold a current and clean class 1 driver's license.

### **Essential Experience:**

- Experience in emergency management, or a related field at a senior level.
- Relevant industry experience in an Emergency Management or related field.
- Experience in developing and managing key relationships with a diverse range of stakeholders and communities, including iwi.
- Demonstrated skills and abilities in planning, coordination, and project management.
- Experience in iwi/māori engagement.



### Desirable Skills & Abilities:

- Skills or experience regarding knowledge of or experience supporting iwi/Tikanga Maori.
- 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.
- Use of response operational systems and GIS products (e.g., D4H).

### Key Job Competencies:

#### *Advanced Knowledge*

- Demonstrated competent decision-making skills in emergency management situations.
- Competent communication skills across all communication mediums:
  - Competently translates and communicates complex information to a range of stakeholder groups, including political leaders.
- Project management.
- Coaching/mentoring staff.
- Training and capability development.
- Competent Microsoft suite (competence in software like Word, Excel, etc.).
- Time management.

#### *Working Knowledge*

- Organisational Health and Safety requirements.
- Understanding of Tikanga Māori & Te Reo Maori.
- Safe work practices.
- Community awareness.
- Political awareness.
- Relationship development and management.
- Geospatial systems.
- Sensitivity to differing cultural perspectives.

## **OTHER REQUIREMENTS**

Be prepared to:

- Be on call/available 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.

# ORGANISATION 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.*

# 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: \_\_\_/\_\_\_/\_\_\_