



## JOB DESCRIPTION

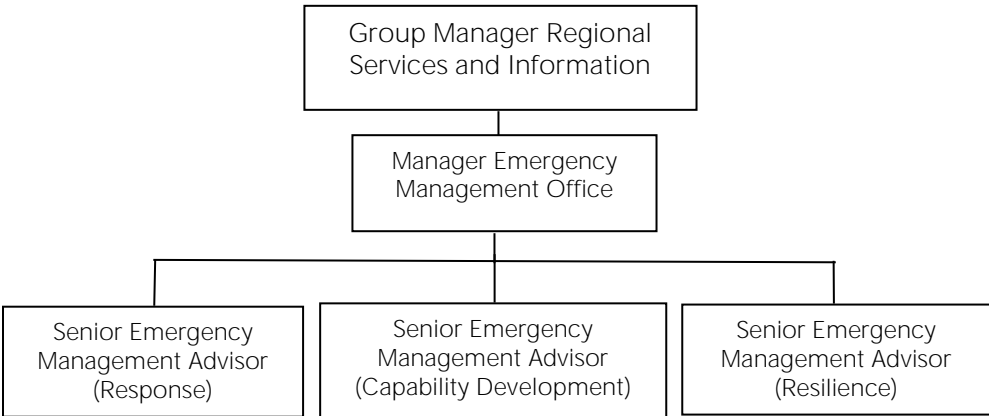
Job Title: Senior Emergency Management Advisor (Response)  
Work Unit: Regional Services and Information  
Responsible to: Manager, Emergency Management Office  
Position purpose: This position exists to:

Support the Manawatū-Whanganui Civil Defence Emergency Management (CDEM) group in the response and operational space by leading, and coordinating the delivery of specific Group Emergency Management Office outputs. This includes:

- Supporting the Manager Emergency Management with the administration and delivery of the associated outputs of the Emergency Management Office;
- Ensure that Horizons’ meets its operational Marine Oil Spill and Navigation Safety Requirements;
- Ensure the operational capability of Horizons to prepare for, and respond to emergency management related events is managed successfully; and
- Ensure the operational response capability of the CDEM Group Emergency Coordination Centre is managed to a high standard.

Salary \$87,775 – \$103,265

## 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
Civil Defence Emergency Management	
<b>Emergency Management Office</b> <ul style="list-style-type: none"> <li>Support the outputs of the Emergency Management Office. Support the Manager in the administration of the Emergency Management Office and the CDEM Group.</li> <li>Support the Manager in the oversight and delivery of CDEM services including the mentoring of, 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>
<b>CDEM Group</b> <ul style="list-style-type: none"> <li>Contribute to CDEM Group outputs as required by the Manager Emergency Management Office.</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 Emergency Management Office.</li> <li>Undertake general Emergency Management Advisor duties (including rostered Duty</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> </ul>



<p>Officer) and assist with wider CDEM Group projects as directed by the Manager Emergency Management Office.</p> <ul style="list-style-type: none"> <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>▪ Duties undertaken as directed, rostered Duty Officer functions carried out to the appropriate standard.</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>
<p style="text-align: center;"><b>Horizons Emergency Operations Centre (EOC) &amp; CDEM Group Emergency Coordination Centre (ECC)</b> <b>Readiness and Response</b></p>	
<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>▪ 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.</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</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>▪ Develop and implement the annual training plan 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>▪ 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.</li> <li>▪ EOC/ECC duties are carried out as required</li> </ul>





<p>regime of the Emergency Management Office.</p> <ul style="list-style-type: none"> <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> <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> </ul>	<p>by the Response Manager/Controller.</p> <ul style="list-style-type: none"> <li>▪ Debriefs are held following activation of the EOC/ECC and required actions are documented and followed up.</li> <li>▪ Emergency Management Duty Officer Rosters and procedures are updated regularly. 24/7 capability is maintained.</li> <li>▪ Duty Officer Requirements are met.</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>▪ Operational capability for staff to deploy and operate infrastructure is maintained.</li> <li>▪ Ongoing training and exercises are planned and conducted.</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> </ul>
Oil Spill Response	
<p><b>Manage Horizons Tier 2 Marine Oil Spill outputs including Horizons readiness for non-Tier 2 spill events</b></p> <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> </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</li> </ul>



<ul style="list-style-type: none"> <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> <li>Obtain MNZ Regional on Scene Commander (ROSC) accreditation.</li> </ul>	<p>relevant Iwi. Appropriate Iwi representation is identified for engagement with during oil spill responses and Tier 2 Plan reviews.</p> <ul style="list-style-type: none"> <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>ROSC accreditation is successfully achieved.</li> <li>Lead and Manage MNZ on scene oil spill events as the ROSC.</li> </ul>
Navigation Safety	
<p><b>Manage Horizons Navigation Safety outputs</b></p> <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 Manawatu River &amp; its tributaries.</li> <li>Manage the administration, review and further development of the Manawatu Rivers &amp; Tributaries Navigation &amp; Safety Bylaw as required.</li> <li>Maintain a functional relationship with the Manawatu 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; Manawatu Rivers.</li> <li>Maintain functional relationships with MNZ and the Manawatu &amp; Whanganui Coastguard on matters relating to navigation safety.</li> <li>Manage the Whanganui Coastguard contract for Navigation Safety.</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 Biannual RUAG Council meetings.</li> <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.</li> <li>Coastguard 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>



Corporate Contribution	
<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

### Knowledge/Experience

- Experience in emergency management, 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.
- Experience in developing and managing key relationships with a diverse range of stakeholders and communities, including iwi.
- 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.

### Qualifications

#### Essential

- Tertiary qualification in a relevant discipline e.g. emergency management, capability development, or equivalent experience in a related field.
- Relevant industry experience in an Emergency Management or related field.
- Experience in producing and implementing individual and collective training activities.
- Hold a current and clean class 1 driver's licence.
- Competent use of Microsoft Office packages.





#### Desirable

- 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.
- Experience in iwi/māori engagement.
- Good understanding of the CDEM sector and all its functions.

## KEY JOB COMPETENCIES

#### Expert Knowledge

- Emergency Management
- Problem Solving
- Project/control operation skills
- Relationship Management

#### Advanced Knowledge

- Safe work practices.
- Training and Development.
- Communication skills
- Relationship development and management
- Presentation skills

#### Working Knowledge

- Organisational Health and Safety requirements.
- Understanding of Tikanga Maori & Te Reo Maori
- Microsoft suite
- Database management
- Time management
- Safe work practices
- Community awareness
- Political awareness

#### Awareness

- Sensitivity to differing cultural perspectives.

## 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

- Demonstrate a high level of attention to accuracy and detail.
- Be able to work to deadlines.
- Mature attitude and able to relate to a wide range of people.
- Show a commitment to quality Customer Service.
- Able and willing to contribute and perform in wider organisational outputs.
- Able to work effectively unsupervised.
- Able to work well in a team.
- 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 motivates 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

