

Position Description



CORPORATE INFORMATION

Position title	Senior Officer Disaster Management		
Directorate	Corporate Services	Branch/Section/Unit	Corporate Services
Position number	1632	Level	6
Award	Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
Line Manager	Director Corporate Services		
Direct reports	Nil		

SCOPE OF POSITION

Position Summary

The position provides for high level advice and support in the area of disaster management, specifically preparedness and response. During an event this position reports directly to the Local Disaster Coordinator. The Senior Officer Disaster Management will assist the Gympie Regional Council and other entities to manage and coordinate its functions as required by the (Queensland) *Disaster Management Act 2003*.

Key Responsibilities of the Role

- Coordinate, facilitate and undertake disaster management initiatives within Gympie Regional Council to ensure that departments and individuals are adequately informed and prepared for disasters and other emergencies. This includes preparing volunteer staff for roles within the Gympie Local Disaster Coordination Centre (LDCC) and evacuation centre teams.
- Coordinate Gympie Local Disaster Management Group (LDMG) activities on behalf of the Chairperson and Local Disaster Coordinator (LDC).
- Fulfil the role of Deputy LDC or Disaster Management Officer (DMO) and undertake key functions in the Gympie LDCC during disasters or significant events, as required by the *Disaster Management Act 2003*.
- Manage council's Disaster Dashboard, Guardian IMS and other relevant information systems, in collaboration with council's Communications and ICT teams, and external contractors. Assist council's communications team with media and social media aspects of disaster management information networking.

- Coordinate, facilitate and undertake community engagement initiatives as required, including but not limited to preparing disaster management displays, promotional activities, representation at public forums, developing community disaster risk profile plans and online initiatives.
- Being out and about in the Gympie Local Government Area to help to increase awareness of disaster prevention, preparedness, response and recovery (PPRR), by working with various agencies, organisations, community leaders and interest groups.
- Demonstrate a high degree of knowledge and experience in disaster planning, response, recovery and resilience that contributes towards enhanced safety across a broad range of communities.
- Be prepared to work out of hours on occasions to maintain situational awareness of incidents as they unfold and while council resources are allocated to address the incident. This includes adverse weather (eg hail storms), flash flooding, bushfires, landslides and other unforeseen significant events.
- Provide timely and accurate advice and disaster management support to the Gympie Regional Council Executive, elected members and Gympie LDMG and others who have delegated roles under the *Disaster Management Act 2003*.
- A sound working knowledge across all Council directorates and branches. Set outcomes and develop work methods including input into procedures and policies relating to disaster management.
- Establish and maintain relationships with key stakeholder agencies including the Queensland Police Service (QPS), Queensland Fire Department (QFD), State Emergency Services (SES) and representatives from principle agencies and departments involved in disaster management (including disaster management staff from other councils).
- Develop, review and maintain planning documentation and development of networks to ensure that timely information is available for predictive modelling and undertaking of disaster management exercises and operations.

Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence that is current and maintained.

Essential Knowledge/Skills/Qualifications Criteria

- Exceptional communication skills with an ability to write complex reports, action plans and strategies. This includes an understanding and demonstrated ability in crisis communications.

- In the event of a disaster, lead and manage incident management teams in high pressure situations including making quality decisions while working under operational conditions.
- Adopts a principled approach and adheres to the Code of Conduct. Acts professionally at all times and operates within the boundaries of organisational and disaster management-related processes and legal and public policy constraints. Operates as an effective representative of the work area in internal forums.
- Ability to effectively contribute to the team, take initiative and exercise professional judgement to ensure the achievement of team goals. At times maintaining a high level of confidentiality.

Desirable Knowledge/Skills/Qualifications Criteria

- A passion for community engagement including planning, communication, presentation, facilitation, event management, evaluation and research. This includes the ability to work with vulnerable persons groups and individuals.
- A relevant qualification or skills in Public Safety (Emergency Management) and/or Humanitarian Assistance and Disaster Relief (HADR) (desired, but not essential).
- Advanced Diploma in Public Safety and Disaster Management (desired, but not essential).
- Certificate in Community Engagement (desired, but not essential).
- Minimum three years experience in a similar role.

Physical Requirements of the Position

Note: Applicants with disabilities will be considered on a case-by-case basis.

- An ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg
- An ability to walk up and down stairs whilst occasionally carrying weights up to 15kg
- An ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

- Occasional out of hours work, including weekends (compensable as part of council's administrative overtime and call-out guidelines).

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including council and other relevant WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Code of Conduct

As per the Gympie Regional Council Employee Code of Conduct, employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Council's Vision

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

Council's Values

Accountability – We are open, transparent and take responsibility for our actions.

Communication – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

Customer Service Focused – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

Integrity – We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

Teamwork and Collaboration – We recognise and support everyone's contributions. We are inclusive and contribute respectfully working as a team. we will care for ourselves and others.

Position Description



POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		Position	
Signature		Date	

Accepted by

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.