

**A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES
ENJOY A VIBRANT LIFESTYLE**

Disaster Management Coordinator

Division	Projects and Asset Services	Department	Emergency Management
Reports To	Emergency Management and Public Safety Manager	Direct Reports	Yes

Position Purpose

To lead the delivery of Council's disaster management programs, to ensure the Council is well prepared to manage and meet its legislative responsibilities, working in conjunction with external stakeholders to build safer and more resilient communities.

Key Responsibilities and Outcomes

Operational

As a senior member of the Emergency Management leadership team you will:

- Lead the development, operation and management of Council's disaster management arrangements including the Council's support to the State Emergency Service and identifying strategic and operational improvements.
- Build high-level relationships across a range of diverse internal and external stakeholders to ensure quality service delivery, reports, submissions, grants and other correspondence on a broad range of complex mitigation and management issues are achieved in line with best practice.
- Manage the review and maintenance of Councils' disaster management policies, plans, procedures and documentation that comply with relevant legislative and policy criteria and align with business requirements and best practice.
- Develop and embed Councils' disaster management capability and capacity, and foster a work environment that encourages participation, teamwork, innovation and excellence.
- Lead and foster a high-performance team culture through adherence to a range of workforce management activities.
- Act as a principal lead in driving conditions for organisational ownership and compliance to relevant legislation, policies and procedures that govern disaster management operations of the Local Disaster Management Group.
- Manage the budget within the delegations of this position.
- Provide an all-hours response in times of emergency and carry out regular on-call duties as an Escalation Officer.

Values

At Moreton Bay Regional Council we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a leader of people, you will take accountability for demonstrating the values expectations and behaviours and enable your team members to do the same.

Decision Making

Budget - \$1.4M

Delegations - Delegations under the *Local Government Act 2009* and as directed and published in Council's Delegation Register.



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Knowledge & Experience

- Extensive experience in leading high-level disaster or crisis management planning, program and project implementation.
- Demonstrated ability to lead and manage teams in high-pressure situations, during disaster response and recovery operations.
- Extensive experience in managing and driving high performing teams within a complex environment.
- Excellent presentation and communication skills, both written and verbally, driving engaged and constructive outcomes with key stakeholders.
- Actively contribute to fostering a healthy, inclusive and well-connected workplace.
- Applied knowledge of sound financial practices within a legislative environment.

Qualifications

- Postgraduate qualifications in Management, Business or Emergency Management related subjects will be highly regarded.
- Tertiary qualifications or relevant practical experience in place of qualification.
- Current C class driver's licence.

This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.