

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

### Disaster Resilience and Recovery Officer

<b>Division</b>	Project and Asset Services	<b>Department</b>	Emergency Management & Public Safety
<b>Reports To</b>	Disaster Resilience and Recovery Coordinator	<b>Direct Reports</b>	No

### Position Purpose

This position will manage and deliver associated planning and project activities to support the delivery of the Moreton Bay disaster management resilience and recovery program, ensuring Council's resilience and recovery objectives and outcomes are achieved and build safer and more resilient communities.

### Key Responsibilities and Outcomes

#### Operational

As a Disaster Resilience and Recovery Officer you will:

- Lead the disaster management volunteer program for the Moreton Bay Region. Lead the disaster management community engagement calendar for the Moreton Bay Region.
- Undertake a range of planning and project activities required to deliver the disaster management resilience and recovery program of work.
- Provide advice to the Moreton Bay community on preparedness including delivering presentations to large, diverse audiences.
- Research and source external funding for disaster management activities.
- Provide support and specialist advice to staff during operational response and recovery activations as well as participate in training and exercises.
- Apply knowledge of the Queensland Disaster Management Arrangements and ensure adherence to all statutory requirements relating to disaster management and maintain the currency and accuracy of all associated documentation.
- Build strong relationships with key stakeholders, including community volunteers, to ensure service deliverables and recovery and resilience objectives and outcomes are achieved.
- Contribute to a positive team environment in order to achieve a high performance, continuous improvement and customer focused culture.
- Fulfil duties in council's Local Disaster Coordination Centre and On Call arrangements as required.

#### 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 team member you will take individual accountability for demonstrating the values expectations and behaviours.

### Decision Making

**Budget - Nil**



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

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

### Knowledge & Experience

- Demonstrated leadership experience in a small team environment.
- Demonstrated knowledge and experience in delivering disaster resilience projects.
- Demonstrated knowledge of the Queensland Disaster Management Arrangements and other relevant statutory requirements.
- Excellent people and relationship management skills with the ability to work in a positive team environment communicating and engaging effectively at all levels.
- Extensive and demonstrated experience working in the disaster management sector.
- Exceptional presentation skills and the ability to present to large, diverse audiences.
- Strong time management skills and the ability to manage conflicting priorities and meet deadlines.
- Ability to work under pressure during disaster response and recovery activations.

### Qualifications

- Diploma in emergency management, disaster management or another relevant field will be highly regarded, or relevant experience.
- 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.*