

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

## Disaster Management Support Officer

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

### Position Purpose

This position will provide high level administrative and systems support and undertake a range of activities relating to the planning of Council's disaster management programs to build safer and more resilient communities.

### Key Responsibilities and Outcomes

#### Operational

As a Disaster Management Support Officer within the Emergency Management and Public Safety team you will:

- Deliver high level support to the disaster management team including the delivery of the Local Disaster Management Group (LDMG) / District Disaster Management Group (DDMG) meeting administration and minutes and support to relevant group stakeholders.
- Support all administration related to the management of the Disaster management teams' financial, procurement and reporting activities including engagement with internal and external stakeholders using relevant Finance and Procurement software and applications.
- Contribute as project member to developing and implementing the Council's disaster management systems. Including maintenance of the MoretonAlert contact database and related systems.
- Assist with the ongoing conduct of Council's disaster management program of works, as directed
- Assist and support the delivery of effective training by the Disaster Management Training Development Officer, in coordination with your other duties and as directed.
- Engage proactively with key stakeholders to support disaster management service deliverables and outcomes in line with policy and regulations.
- Undertake additional work within Council's Local Disaster Coordination Centre (LDCC) when responding to and recovering from disasters impacting the region, in addition to On Call MoretonAlert Escalation Officer 1 duties.
- Fulfill the role as a primary Support Officer or secondary Tasking Officer. In this role you will have responsibility for advising and mentoring more senior, but less experienced LDCC staff.
- Apply knowledge of disaster management and relevant Queensland disaster-related legislation.
- Contribute to a positive team environment in order to achieve a high performance, continuous improvement and customer focused culture.

#### 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

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

## Knowledge & Experience

- High level written communication skills with the ability to prepare quality business correspondence and documentation.
- Sound knowledge in the use and application of IT business solutions to support efficient and effective electronic business processes.
- Demonstrated time management skills and the ability to manage conflicting priorities and meet deadlines.
- Strong people and relationship management skills with the ability to work in a positive team environment communicating and engaging effectively at all levels.
- Strong ability to provide support under pressure during disaster response and recovery activations.

## Qualifications

- Diploma or certificate in a relevant emergency management/environmental field (desirable).
- OR attained through previous employment an equivalent level of expertise and experience in a professional field of work.
- Certificate III in Business or an equivalent level of administrative expertise and experience in a professional field of work (desirable).
- 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.*