

Position Description

Position Title:	Disaster Management Officer
Position Number:	ECM010
Department:	Emergency Management
Reports To:	Disaster Preparedness Coordinator
Supervises:	Nil

Organisational Environment

Located between Brisbane City and the Sunshine Coast, Moreton Bay is one of Australia's fastest growing urban regions. Moreton Bay has a strong and connected community that enjoys a coastal and pristine natural environment as well as thriving community and cultural hubs, vibrant entertainment options and award-winning commercial, educational, medical, leisure and residential precincts.

The Emergency Management Department aims to build a safer and more resilient community. The key actions to achieve these aims includes partnering with stakeholders to develop arrangements to prevent, prepare, respond and recover from emergencies and disasters. Other core functions include the enhancement of public safety through reducing the risk of fire on council land, proactive community engagement and the management of close circuit television systems to support business operations, crime prevention and investigation. The Department comprises three teams to manage these initiatives, these being; Disaster Management, Fire Management and Public Safety.

Position Purpose

To provide and coordinate the establishment of disaster management plans and supporting documentation to support council's obligations under the *Disaster Management Act 2003*, and to assist in achieving departmental objectives.

Specific Accountabilities

Description
Organising and Operating
Lead the development, revision, testing and updating of the Local Disaster Management Plan, associated sub-plans and supporting documentation (including Standard Operating Procedures).
Assist with a range of duties including strategic analysis of potential threats and preparation of response and recovery activities for emergencies affecting the region including community education awareness programs.
Source external funding for disaster management activities and projects and oversee allocated projects and associated budgeting processes.
Support the progress of the Moreton Recovery Group and associated sub-committees and lead the development, revision, testing and updating of the Moreton Recovery Plan.
Participate in operational response, training and exercises whilst providing support and specialist technical advice to staff during such activities.
Quality and Compliance
Ensure adherence to all statutory requirements relating to disaster management and maintain the currency and accuracy of the abovementioned documentation.
Apply knowledge of the Queensland Disaster Management Arrangements and other relevant disaster management legislation, industry standards and best practices as an Emergency Management team member.


Stakeholder Relations
Partner with other local governments and agencies to establish proactive disaster management measures.
Develop and maintain strong working relationships with council departments, police and other government agencies.



OUR CORE VALUES

<p>R</p> <p>RESPECT</p> <ul style="list-style-type: none"> We listen to people We treat people fairly and consistently We embrace diversity and opinions We treat others as we wish to be treated 	<p>S</p> <p>SERVICE</p> <ul style="list-style-type: none"> We seek to understand the needs of those we serve We strive to exceed expectations We communicate clearly We take a positive approach We are proud to serve our community 	<p>I</p> <p>INTEGRITY</p> <ul style="list-style-type: none"> We are ethical and honest We take responsibility for our actions We act within statute and law We take pride in the manner in which we perform our duties 	<p>T</p> <p>TEAMWORK</p> <ul style="list-style-type: none"> We promote a friendly, supportive work environment We inspire and encourage innovation We develop and maintain relationships We work collaboratively with our community and external partners 	<p>S</p> <p>SUSTAINABILITY</p> <ul style="list-style-type: none"> We focus on the future We respect the environment We demonstrate leadership by example
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Council proudly upholds the following values in its daily operations with customers, external partners and staff



Work location

You may be required to perform your role from any work location within the region.

Diversity undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Position Dimensions

Staff Resources: Nil
 Section or program budget: Nil

Decision Making Authority

Policy: Interprets and applies policies

Delegations: Delegations under the *Local Government Act* and *Disaster Management Act*.

Knowledge, Experience, Qualifications and Attributes

- Tertiary qualification in emergency management, disaster management or another relevant field will be highly regarded.
- 2-3 years relevant experience in a similar role with a similar skillset.
- Demonstrated knowledge of the *Disaster Management Act 2003* and other relevant disaster management legislation, industry standards and best practices as it relates to the role.
- Well-developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

This position description is a true reflection of the current requirements of the role. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.

I have read, understood and accepted the responsibilities as outlined in this position description.

Signature: _____ **Date:** _____