

## Principal Disaster Program Officer

### Position Description

<b>Group</b>	City Operations	<b>Department</b>	Emergency Management & Public Safety
<b>Reports To</b>	Disaster Management Coordinator	<b>Direct Reports</b>	No
<b>Queensland Local Government Industry Award - State 2017 - Stream</b>	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	<b>Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level</b>	Schedule 1, Level 7

#### Position Purpose

This position will lead, develop and plan the delivery of resilience-building programs and recovery functions to ensure Council is positioned to build safer and more resilient communities. Working with internal and external stakeholders, the Principal will facilitate community development practices focused on building community cohesion, local resilience, and sustaining networks that support and deliver outcomes for the Moreton Bay community in recovery from unforeseen and lived natural hazards impacts.

#### Key Responsibilities and Outcomes

As a Principal Disaster Program Officer, you will:

- Review and develop Council's disaster recovery policies, strategies, plans, procedures, and documentation to align with sector best practices and legislative requirements and actively promote Council's leadership in these areas.
- Apply knowledge of the Queensland Disaster Management Arrangements, ensure adherence to all statutory requirements relating to disaster management, and maintain the currency and accuracy of all associated documentation.
- Support regular reviews of policies and plans and maintain strong relationships across diverse internal and external stakeholders to ensure recovery and resilience-building objectives and outcomes align with the Council's Recovery Sub Plan objectives and event-related Moreton Bay Recovery Plans.
- In coordination with the Principal Disaster Management & Engagement Officer, integrate community engagement and capacity-building activities into resilience-building programs, ensuring the needs and aspirations of diverse community groups are addressed.
- Effectively raise awareness and assist all local government partners in prioritising critical objectives outlined in the Recovery Sub Plan. Ensure activities align with the broader strategic goals of the Queensland Strategy for Disaster Resilience.
- Develop and sustain the Council's recovery capability and foster a work environment that encourages participation, teamwork, innovation, and excellence.
- Provide analysis and expert advice to Moreton Bay Local Disaster Management and Recovery Groups, including the elected members and senior executive management team.
- Manage the budget within the delegations of this position.

- Fulfil duties in the Moreton Recovery Group and On Call arrangements, as required.

### Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours in this role.

**SERVICE**

**TEAMWORK**

**INTEGRITY**

**RESPECT**

**SUSTAINABILITY**

### Decision Making

<i>Budget</i>	\$80,000
<i>Delegations</i>	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 with the capacity to contribute to all levels of council reporting.
- Extensive experience in delivering disaster recovery programs with a resilience-building and community development approach.
- Excellent people and relationship management skills working with a wide range of stakeholders from all levels of government, non-government organisations, support services and residents.
- Exceptional presentation and communication skills, both written and verbal, to promote prevention, preparedness, response, and recovery with the community sector to empower their disaster preparedness.
- Experience building productive relationships with a range of statutory authorities, government agencies and community entities.
- Strong time and project management skills and the ability to manage conflicting priorities and meet deadlines.
- Detailed knowledge of the Queensland Disaster Management Arrangements (QDMA) and other relevant statutory requirements.
- Ability to work under pressure, including engaging community members exposed to trauma and direct impacts of disaster.

### Qualifications

- Current C class driver's licence.

*Note: 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.*