

Position Description

WORKING TOGETHER FOR A THRIVING COMMUNITY



POSITION TITLE:	Corporate Emergency & HSW Officer
POSITION NUMBER:	5334
DIVISION:	Corporate Services
DEPARTMENT:	People & Culture
CLASSIFICATION:	Band 5
REPORTS TO:	Manager Health, Safety & Wellbeing
DIRECTLY MANAGES:	N/A
INTERNAL LIAISONS:	Employees at all levels of the business
EXTERNAL LIAISONS:	External Emergency Management, Ratepayers and businesses (or appointed representatives), community representative, contractors and consultants, tradespeople, advisory groups, government departments and agencies.
DATE:	April 2024

POSITION OBJECTIVES:

This position provides support to the Health, Safety and Wellbeing (HSW) Team. This will be achieved by managing the administration of the Corporate Emergency Management function in conjunction with the Corporate Emergency Lead, as well as provide support to the wider HSW Team as directed.

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Monitor and report against the City of Greater Geelong's Corporate Emergency Management Plan and ensure all documentation is current to demonstrate compliance.
2. Engage with Emergency Control Organisation representatives across the City's occupied locations, provide assistance and guidance in the review of their emergency management plans and structures to ensure that all specific obligations under the relevant standards are adhered to.
3. Provide assistance and guidance for nominated training programs related to corporate emergency preparedness and management, including completion of these programs
4. Provide guidance and assistance in the completion of evacuation drill exercises in all City occupied buildings, ensuring that these are completed within specified time frames, including post-drill assessments to recognise and close any gaps that were identified
5. Work closely with relevant stakeholders to action identified emergency compliance gaps at all City sites
6. Maintain all operational aspects of the internal compliance monitoring schedule for all of the City's occupied locations including relevant inspections and checklists
7. Provide assistance and guidance in the review, update and publishing of Evacuation Diagrams at all relevant City locations as per Australian Standards,
8. Assist in the maintenance of the Corporate Emergency Management System, including all relevant documentation and communication channels including maintaining the Emergency Management web pages to ensure content is up to date
9. Prepare templates, reports, alerts, and other internal publications as required.
10. Provide support to the wider HSW Team as directed
11. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.
12. Adhere to all Council's policies and procedures relevant to this position.

VALUES:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

RISK MANAGEMENT AND OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behavior does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity eg. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

CHILD SAFE:

City of Greater Geelong is committed to being a child safe organisation and has zero tolerance for child abuse. The focus of our work is on children under the age of 18. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. We have specific policies, procedures, and training in place to support employees, volunteers, and contractors to achieve these commitments. We create environments where all children have a voice and are listened to, their views are respected and they contribute to how we plan for, design, and develop our services and activities.

We are committed to:

1. Preventing child abuse occurring within our services, programs, and facilities.
2. Creating an organisational culture of child safety.
3. Setting clear expectations of employees, volunteers, and contractors as to what is required to keep children safe.
4. Ensuring employees, volunteers, contractors are clear about their responsibilities when they suspect abuse of a child.
5. Ensuring all suspected abuse is reported and fully investigated.

DIVERSITY AND INCLUSION:

City of Greater Geelong recognises the value of the diversity and strength of Aboriginal and Torres Strait Islander cultures to the heritage of all Australians and encourages Aboriginal and Torres Strait Islander people to apply.

KEY SELECTION CRITERIA:**Essential:**

1. Demonstrated administrative experience in an office environment, with experience in word processing, spreadsheet and data base software packages, accounts payable and receivable, and data entry.
2. Strong and proven report writing capabilities, excellent verbal communication and influencing skills.
3. Ability to coordinate training programs within a multi facet organisation
4. Strong customer service focus.
5. Ability to achieve objectives within set timeframes whilst adhering to relevant standards.

6. High level relationship building, communication and stakeholder management skills with the ability to deal with a diverse range of stakeholders with a broad range of expectations and client needs and the ability to convey and effectively impart information and negotiate and influence outcomes.
7. Current Working with Children card

Desirable:

8. Experience working in a similar role.
9. Experience in emergency management frameworks and processes.
10. Experience in reviewing emergency management system policies and procedures.
11. Experience in emergency management, scheduling drills and other related activities in a diverse workplace.
12. A current Victorian Driver's Licence.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Establish, maintain and manage systems for reporting requirements.
- Provide updates, as required, to senior management on the progress of the Corporate Emergency Management System and processes.
- Report progress on priority initiatives to the Manager Health, Safety & Wellbeing.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

JUDGEMENT AND DECISION MAKING:

- The nature of the work is to support the effective delivery of services provided by the HSW Team across the Council
- Work will consist of improving or developing methods and techniques based on building further experience and knowledge in the role.
- Guidance and advice are available within the HSW Team, council policy, procedures, and processes.

SPECIALIST SKILLS AND KNOWLEDGE:

- Understanding of Corporate Emergency Management concepts in contemporary organisations.
- Demonstrated ability to establish new techniques and systems to improve existing work practices.
- Sound computer skills and ability to prepare reports and other documentation as

MANAGEMENT SKILLS:

- Demonstrated ability to plan, organise and manage own time to meet organisational goals and objectives.
- Ability to plan work priorities to meet deadlines and business goals.
- Work independently and as part of a team.
- Ability to interpret and apply Council's policies and practices.

INTERPERSONAL SKILLS:

- Ability to communicate, establish rapport and gain cooperation of employees at all levels and the ability to speak to groups.
- Ability to develop and maintain professional and business relationships with key stakeholders to achieve satisfactory outcomes in relation to the delivery of Corporate Emergency Management services across the Council
- Excellent written communications skills, including the ability to write reports and draft correspondence.

ADDITIONAL INFORMATION:

- This role will be based within the Geelong CBD, however, will be required to travel from time to time to other buildings managed by the City.