

POSITION DESCRIPTION – TEAM MEMBER

Position Title	Project Officer Emergency Services National Disaster Resilience Grants Scheme (NDGRS) project	Department	Emergency Services
Location	Villiers Street North Melbourne	Direct/Indirect Reports	0
Reports to	Community Engagement Coordinator	Date Revised	30/08/2017
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 4		

■ Position Level Descriptor

An individual at the Team Member level is accountable for their own performance and contributes to team performance. People at the Team Member level do not have any people reporting to them on a day to day basis

■ Position Summary

The Project Officer Emergency Services NDRGS Project will be responsible for the development and implementation of *RediCommunities: Community-led Disaster Resilience in Rural and Peri-urban Areas*, a project funded by the National Disaster Resilience Grants Scheme which supports projects that aim to enhance the resilience of communities to the impact of disasters. The RediCommunities project seeks to engage communities in emergency preparedness through a participatory community development approach.

■ Position Responsibilities

Key Responsibilities

Project Development and Delivery

- Oversee the NDRGS project to meet project objectives within timeframes and on budget
- Convene a steering group of representatives from relevant agencies to inform the delivery of agreed project outcomes
- Identification, recruitment of community leaders and convening of meetings
- Support the development and implementation of community led resilience activities
- Review existing projects and guidelines available to inform development of the project
- Facilitation of 'lesson's learned' workshop and development of recommendations for Peri Urban rollout
- Develop and implement a communications and promotion strategy for the project

■ Position Selection Criteria

Other Responsibilities

- Act as State Duty Officer (outside business hours) as rostered
- Promote a proactive approach to the management of Workplace Health and Safety issues and ensure implementation of the Red Cross WHS plan/strategy
- Other duties as directed

Technical Competencies

- Demonstrated high quality project management skills
- Demonstrated skills in facilitating participatory community development processes
- Experience in developing and delivering high quality learning and development programs that meet participant and organisational needs
- Highly developed oral and written communication skills including the ability to develop and facilitate experiential learning activities
- Excellent organisational and time management skills
- Experience in establishing and maintaining strong working relationships with stakeholders at all levels
- Strong IT skills
- Knowledge of emergency management and preparedness highly regarded

Qualifications/Licenses

- Relevant qualifications, skills and/ or 2+ years experience in project management
- Current drivers licence

Additional Requirements

- Availability to work outside standard business hours
- Willingness to work away from home for several nights per month and travel within Victoria
- May be requested to travel intra- and interstate to respond to emergencies as requested by State Manager Emergency Services or Manager Emergency Preparedness, Relief and Recovery

Behavioural Capabilities

- **Personal effectiveness | Achieve results** | Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals. Accept responsibility for mistakes and learn from them.
- **Personal effectiveness | Being culturally competent** | Demonstrated understanding and appreciation of cultural differences and diversity in the workplace. Always displaying respect and courtesy to others and acknowledges cultural heritages and varying perspectives of team members.
- **Team effectiveness | Collaborating** | Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **Team effectiveness | Communicating** | Demonstrated capability to communicate clearly and concisely ensuring messages are understood. Ability to express ideas clearly, listen effectively and provide feedback constructively.

- **Organisational effectiveness | Valuing voluntary service |** Demonstrated understanding of the benefits of voluntary service and recognises the contribution of volunteers to clients, communities and the organisation.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Code of Conduct and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 3 years thereafter. Police check renewals may be required earlier than 3 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters