



the
power of
humanity



Volunteer role description

Planning Officer Volunteer - NT

Department	Emergency Services
Availability	Planning Officer Volunteer will need to be available for training in the role during working hours, which will be negotiated. During an emergency staff and volunteers work during and outside standard business hours. Deployments during emergencies can involve travel nights away from home, including to other states/territories
Location	Red Cross Office, Casuarina

Building an inclusive, diverse, and active humanitarian movement based on voluntary service

Role purpose

The Red Cross Planning Officer works with the Commander and Incident Management Team (IMT) to ensure that Red Cross response and recovery activities in an emergency operation are effectively planned based on the best available information and intelligence, considering a range of operational options based on strategic objectives, risk, wellbeing, and resources.

The Planning Officer (and team, depending on the size of the event) is responsible for data sourcing and analysing, options, plans, record keeping, reporting and information distribution.

Role responsibilities (with the support and formal training of the Emergency Services Team)

- Planning to implement the incident's strategic objectives (set by the Red Cross Commander)
- Proactively source, assess and record relevant intelligence to guide the Red Cross emergency operation and inform internal and external stakeholders
- Report on and disseminate information across the Red Cross emergency operation under established standards of practice
- Develop and deliver plans and options for service delivery and activities in line with established standards of practice
- Ensure that plans comply with Red Cross policies and procedures (HR, IT, WH&S, etc.)
 - Escalate serious or critical planning issues to the Commander for consideration
 - Optimise the utilisation of Red Cross resources (human and physical) to efficiently and effectively undertake the emergency operation
- Ensure the safety and wellbeing of all personnel within the operation, with an appropriate risk management plan
- Collect, maintain and report on information relating to resources utilised and services delivered during emergency operations

Knowledge, skills and experience or interest in being trained in the following

- Information management experience requiring analytical competencies in sourcing and processing information for dissemination, and to assist in decision making
 - Tactical and strategic planning for complex, geographically dispersed activities
 - Managing safety and wellbeing risks for complex, geographically dispersed activities
 - Experience with mapping tools e.g. GIS (desired or willing to be trained)
 - Experience making complex decisions in a fast-moving operational environment
 - Understanding or interest in researching relevant state and territory disaster management and contractual arrangements, and the Red Cross role under those arrangements
 - Functional competency in MS Windows, MS Office, the internet
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Check requirements

- National Criminal History Check, renewed every three years (arranged by Red Cross)
 - Working With Children Check
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Learning and development

- Complete Red Cross Psychological First Aid Training (PFA)
 - Complete Red Cross Australasian Interservice Incident Management System (AIIMS) Training
 - Commitment to ongoing professional development for this role, particularly training
 - Relevant experience, skills and/or experience in managing human and financial resources
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General conditions

We act always in accordance with the Australian Red Cross Code of Conduct and Child Protection Code of Conduct

We are a Child Safe organisation and all volunteers are required to comply with relevant State and Territory legislation requirements

We comply with the Red Cross Workplace Health and Safety management system

We demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way

We may be required to assist the organisation on occasion, in times of national, state or local emergencies or major disasters

In all activities, our volunteers are guided by the Fundamental Principles of the Red Cross and Red Crescent Movement

Humanity
Unity
Independence

Voluntary Service
Neutrality

Impartiality
Universality