



POSITION DESCRIPTION

POSITION TITLE:		Municipal Emergency Management Officer (MEMO)			
POSITION NO:		100555	CLASSIFICATION:		Band 7
DIVISION:		People and Culture			
BRANCH:		Risk & Safety			
UNIT:		Risk & Management			
REPORTS TO:		Manager Risk and Safety			
POLICE CHECK REQUIRED:	YES	WORKING WITH CHILDREN CHECK REQUIRED:	NO	PRE-EMPLOYMENT MEDICAL REQUIRED:	NO

Yarra City Council committed to being a child safe organisation and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

POSITION OBJECTIVES

- Provide effective support council's resources in emergency response to municipal emergencies
- Coordination of monthly rostering and after-hours contacts
- Develop and enhance Council's Emergency Management operations, systems and processes to the government standards that are required.
- Support implementation of Emergency Management Reform principles and requirements.
- Administration of training sessions/testing of system for staff as required for Emergency Management – including sessions
- At all times contribute as an active team member of the Risk & Safety Team.
- Engage with Council Emergency Management staff to recruit/retain or replace staff in roles.

- Act as the main point of contact for external services and agencies in coordinating information and document sharing.
- Collate and coordinate responses and messages to relevant parties and agencies.
- Schedule regular meetings, formulate the agenda and record and distribute minutes and actions.
- Assist in Emergency Management training.
- Complete Emergency Management administration tasks.

ORGANISATIONAL CONTEXT

The Risk and Safety team forms part of the People and Culture Division and contributes directly to the achievement of organisational goals. As a member of this branch the incumbent is required to pursue branch, divisional and corporate goals through effective team-work within the branch and with colleagues in other branches and divisions. Establishing sound working relationships with a range of internal and external parties, and developing sound policies, procedures, solutions and interventions is also required.

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

ORGANISATIONAL RELATIONSHIP

Position Reports to:	Manager Risk & Safety
Position Supervises:	Nil
Internal Relationships:	Emergency Management Liaison Officer (EMLO) Municipal Recovery Manager (MRM) Branch Managers Staff with Emergency Management roles. Co-ordinators and Team Leaders with claims incidents that impact on their work area
External Relationships:	The incumbent is responsible for liaising and maintaining professional relationships with the following: <ul style="list-style-type: none"> ○ Council staff; ○ Members of relevant external agencies and bodies; ○ Staff in similar roles at other Councils.

KEY RESPONSIBILITY AREAS AND DUTIES

Emergency Management

- Represent Council at the North-West Emergency Management meetings and ensure Council contributes to the plans and exercises provided by this group on behalf of 14 councils.
- Coordinate and facilitate Yarra's ongoing Emergency Management commitments with relevant internal staff and act as central reference point for external agencies.
- Develop, continually improve and maintain all relevant Emergency Management plans and policies.
- Community engagement work and resilience building initiatives as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The Emergency Management Officer is accountable to the Manager Risk & Safety for successfully discharging the duties and responsibilities as set out in this position description. Any actions taken may have significant effect on programs or projects or on public perception of wider organisation.
- The officer is accountable for ensuring continuous improvement of the services and products provided and that they always meet the expectations of internal and external stakeholders and the work performed is backed by evidence-based data.
- The freedom to act is subject to regulations, policies and regular supervision and may be subject to appeal or review.
- Ability to provide formal input into emergency management policy development and reviews.

Safety & Risk

- Role model a safety and risk management culture and minimise risk to self and others and support safe work practices through ensuring adherence to legislative requirements and Council policies and procedures.
- Ensure consultation with staff on OH&S issues as early as practicable and include Safety and Risk in considerations.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.
- Fulfil the responsibilities of an OHS Representative if applicable.
- Demonstrate leadership in reducing Yarra's emissions and building a climate resilient future by embedding climate considerations into all of Council's activities.

At Yarra Every Job is a Climate Job

Acting on the climate emergency requires that we change the way we think, make decisions, and prioritise action. We must embed proactive climate responses in the ways we govern, live our lives, and conduct our work. Every choice we make today and into the future will have an impact; this is true for Council and the community.

Acknowledging the scale of this crisis, at Yarra we are committed to ensuring that every job is a climate job meaning that each staff member will play a key role in shaping our climate response.

Yarra Values

- Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:
 - Accountability
 - Respect
 - Courage

JUDGEMENT AND DECISION MAKING

- Emergency management is specialised field with methods and procedures development from theory or precedent.
- Problem solving will involve application of developed techniques to new situations.

- Guidance and advice are not always available to assist in making a decision.
- Problem solving will also involve application of developed techniques to new situations.
- Ability to Identify and develop policy options for consideration and choice by their manager or by their employer.
- Ability to deploy council resources in emergency response and use judgment, professional knowledge and experience to make decisions to minimize council's risk to exposure in immediate circumstances

SPECIALIST KNOWLEDGE AND SKILLS

- Proficient in the application and/or understanding of emergency management.
- Knowledge of Local Government functions and decision-making processes and understanding of the wider organisational goals and the legal and socio-economic context in which the emergency management function operates.
- Utilising effective research and analytical skills, determine effective strategies to achieve council Emergency Management objectives.
- Ability to analyse and interpret data
- Organised and capable of facilitating meetings and discussions across multiple agencies, internal and external.
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MANAGEMENT SKILLS

- Demonstrated capability in planning, prioritising and organising work within a set timetable and often in an environment of conflicting demands and pressures.
- Demonstrated understanding of continuous improvement principles and the need for evidence-based documentation.
- Demonstrated capability of working with auditors and following through with findings and recommendations in a timely manner.
- High level of diplomacy and discretion when dealing with confidential information

INTERPERSONAL SKILLS

- Ability to work as constructively and creatively as part of a team, as well as independently.
- Ability to develop good working relationships with counterparts in other councils to ensure learnings are shared and multi-council efforts are coordinated when required.
- Critical to liaise effectively and collaboratively across the broader organisation and gain co-operation of Branch Managers and other employees to resolving issues and participating in training/briefing sessions.
- Critical to have highly developed written and verbal communication skills.

QUALIFICATIONS AND EXPERIENCE

- Relevant Degree or Diploma in Emergency management with several years' relevant experience plus post graduate qualifications or qualifications / experience in another field of lesser formal qualifications with extensive experience.
- Experience in working with Emergency Management principles, including role of building community resilience in supporting and sustaining communities.

KEY SELECTION CRITERIA

- Knowledge and experience of local government's role in emergency management, with emphasis on understanding of the role of recovery and relief in sustaining individuals and communities.
- Demonstrated capacity to work effectively across organisational boundaries and with community/business partners to reach agreed outcomes
- Evidence of well-developed planning and organisational skills, including time management, setting priorities, and delivering outcomes within specified timeframes and resources available.
- Evidence of highly developed and effective interpersonal and written/verbal communications skills.
- Intermediate level of computer literacy including Excel, Outlook and Microsoft word applications and database systems.