

POSITION DESCRIPTION – TEAM LEADER

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| Position Title | Drought Coordinator | Department | Emergency Services |
| Location | East Gippsland | Direct/Indirect Reports | |
| Reports to | Manager Emergency Services Victoria | Date Revised | May 2019 |
| Industrial Instrument | Social Home Care and Disability Services Award | | |
| Job Grade | Job Grade 4 | | |

■ Sub-Delegation

The sub-delegation (if any) attaching to the position is outlined in the CEO Sub-delegations (as updated from time to time). Any financial sub-delegation of authority may only be exercised where a Finance project code or budget is allocated to that position.

■ Position Summary

The role will be responsible for the development and implementation of a suite of resources and activities aimed to enhance the resilience of communities to the impact of drought and related stressors. The Drought Coordinator will play a critical role in developing and implementing local/community-based resilience building programs and relationships, to support communities impacted by the drought.

This role will have a strong focus on community engagement, implementing sustainable and effective community preparedness and recovery initiatives aimed to increase community capacity to support a strong, positive recovery and to better prepare for future disaster events.

The role requires a self-motivated and proactive person, able to manage their own time and any support roles and volunteers' time effectively, with strong attention to detail and organisational skills.

■ Position Responsibilities

Key Responsibilities

- Undertake a capacity and needs assessment to understand the strengths and needs of the community, map the existing networks and services being delivered and emerging trends and issues
- Actively engage with key stakeholders including local government, primary industry services, and community service providers working with people impacted by drought, to identify resource and service delivery gaps.
- Work with the National Drought Coordinator to implement a program and an approach for engaging and supporting communities impacted by drought, which can be used by other states and territories.
- Provide education, training and resilience and preparedness initiatives to support community members, service providers, local and state government
- Oversee the training, development and support of local volunteers ensuring our ongoing capacity.
- Undertake monitoring and evaluation to assist the project to meet its accountability requirements, to support ongoing learning and improvement and to contribute to the knowledge base within Emergency Services and the sector.

- Promote a proactive approach to the management of WHS issues and ensure implementation of the Red Cross WHS plan/strategy.
- In accordance with Red Cross policy and legislation, ensure the effective management and resolution of client and volunteer issues, grievances and complaints
- Coordinate and implement a range of relevant, high quality, contemporary National frameworks, resources and materials to drive best practice across service delivery and workforce management.

■ Position Selection Criteria

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Technical Competencies

- Highly developed understanding and experience in community development and/or emergency management
- Demonstrated experience in program management, including design, analysis and implementation of projects within a multi-site environment
- Ability to work effectively as part of a team and within a matrix management structure
- Demonstrated ability to engage with and influence internal and external stakeholders at various levels
- Well-developed analytical, problem solving and decision-making abilities
- Excellent public speaking, presentation and interpersonal skills, both written and oral
- Proficiency in MS Office

Qualifications/Licenses

- Relevant tertiary qualifications, and/or experience in the community or emergency sector.
- Drivers licence

Behavioural Capabilities

(Please select **3-5** of the following 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 | Thinking strategically** | Demonstrated understanding of how an individual's role and work contributes to achieving organisational goals. Ability to think ahead and plan accordingly.

■ 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