Council Vision:

We put our Pyrenees communities at the centre of all decision-making. Through our focus on wellbeing, community connections, and supporting all life stages, we aim to create vibrant, resilient, inclusive communities where visitors and residents want to live, invest and thrive. Our Vision is for a vibrant shire where economic growth and innovation go hand-in-hand with supporting key industry sectors, the natural environment and small-town sustainability.

POSITION TITLE	Emergency Management & Response Coordinator
AWARD CLASSIFICATION	Pyrenees Shire Council Enterprise Agreement 2023
BAND	Band 7
DEPARTMENT	Customer & Response
LOCATION	Beaufort, with work across the municipality as required
INCUMBENT	
TERM OF TENURE	Permanent; 1.0 FTE
START DATE	
APPROVED DATE	11/11/26
REVIEWED DATE	11/11/26
APPROVED BY	Chief Executive Officer

Council Values



Community Centred

In everything we do, we consider the benefit and impact to our community.



Accountable

We take ownership of our actions and deliver on our commitments.



Responsive

We respond promptly and respectfully to our community.

Pyrenees Shire Council is an equal opportunity employer

ORGANISATIONAL RELATIONSHIPS:		
Reports to:	Executive Manager Customer & Response	
Supervises:	Team Leader – Emergency Recovery/Resilience (and the roles reporting to it); Emergency Management Officer	
Internal Liaison:	Executive Manager Customer & Response; Executive Leadership Team; Councillors; Managers and Coordinators across Council	
External Liaison:	Emergency services and recovery agencies; Regional committees and other councils;	Government departments and funding bodies; Community members, groups and businesses

Position Overview

The Emergency Management & Response Coordinator leads Council's emergency management function, providing a strategic and continuous focus on prevention, preparedness, response, relief and recovery. The position acts as the Municipal Emergency Management Office and brings together Council's emergency management, recovery and resilience team, providing permanent leadership and continuity for a function that includes many temporary and externally funded roles.

Reporting to the Executive Manager Customer & Response, the position works with emergency services, recovery agencies, neighbouring councils and communities to strengthen the Shire's capacity to plan for, respond to and recover from emergencies. It integrates Council's community response with customer service and communications, so that affected communities receive coordinated support and information.

1. POSITION KEY SELECTION CRITERIA

1.1 Essential

1. Demonstrated experience leading emergency management, recovery or resilience programs across prevention, preparedness, response, relief and recovery, preferably in local government.
2. Sound knowledge of the Victorian emergency management framework, the *Emergency Management Act* 2013 and the role of local government, including municipal emergency management planning.
3. Demonstrated experience leading and developing a team, including staff on temporary or project-based arrangements.
4. Proven ability to build effective partnerships with emergency services, government agencies and communities, and to work collaboratively across an organisation.
5. Demonstrated experience securing, managing and acquitting external funding, and managing program budgets and reporting.
6. Highly developed written and verbal communication skills, including preparing plans, reports and briefings, and engaging with empathy with communities affected by emergencies.

1.2 Desirable or highly regarded

1. Experience as a Municipal Emergency Management Officer or Municipal Recovery Manager, or in an emergency coordination or relief centre setting.
2. Experience with emergency management information systems and with Disaster Recovery Funding Arrangements claims.
3. A tertiary qualification in emergency management, community development, public administration or a related discipline.

2. KEY RESPONSIBILITIES AND DUTIES:

2.1 Position Responsibilities

2.1.1 **Leadership and Culture**

a) Lead, coach and develop the emergency management, recovery and resilience team, setting clear priorities and work plans aligned with the Council Plan and departmental goals.

b) Provide stability and continuity for a team that includes temporary and externally funded roles, including induction, knowledge transfer and succession planning.

c) Foster a culture of safety, wellbeing and continuous improvement, including supporting staff working in demanding emergency and recovery environments.

2.1.2 **Emergency Management Strategy and Planning**

a) Act as Council's Municipal Emergency Management Officer, coordinating Council's resources, response and relief activities in support of control agencies during emergencies, and

participate in emergency on-call rosters.

b) Develop and implement a strategic, continuous approach to emergency management across prevention, preparedness, response, relief and recovery.
c) Lead Council's contribution to the review and implementation of the Municipal Emergency Management Plan and sub-plans, and support the Municipal Emergency Management Planning Committee in partnership with agencies.
d) Ensure Council's statutory emergency management obligations under the *Emergency Management Act* 2013 are met and documented.
e) Work with the Municipal Fire Prevention Officer to coordinate Neighbourhood Safer Places.

2.1.3 **Response and Relief Capability**

a) Lead organisational readiness for emergencies, including the emergency management team structure, rosters, and emergency coordination and relief centre arrangements.
b) Coordinate emergency management training and exercises across Council.
c) During emergencies, coordinate Council's response and relief activities, undertake statutory municipal emergency management roles as appointed by the Chief Executive Officer, and participate in emergency on-call rosters.
d) Coordinate secondary impact assessments after emergencies, in conjunction with the Municipal Building Surveyor.
e) Administer Council's emergency management system and the Vulnerable Persons Register.

2.1.4 **Recovery and Community Resilience**

a) Oversee the delivery of recovery programs for communities affected by emergencies.
b) Lead community resilience initiatives, working with community groups to strengthen local preparedness, particularly for vulnerable people.
c) Manage claims under the Disaster Recovery Funding Arrangements and other funding sources, ensuring timely submissions, accurate records and compliant reporting and acquittal.

2.1.5 **Partnerships, Funding and Reporting**

a) Build and maintain partnerships with emergency services, relief and recovery agencies, regional emergency management committees and neighbouring councils, and contribute to regional priorities.
b) Identify and secure external funding to sustain emergency management and resilience programs, and manage funding agreements, reporting and acquittals.
c) Manage the function's budget and report on performance against work plans, Council Plan initiatives and funding milestones.

2.1.6 **Corporate Accountability, Responsibility and Compliance**

<u>Financial</u>

a) Ensure sound, sustainable financial, resource and asset management which considers proper use, care and maintenance of council's assets relevant to delivery of service.
b) This position requires the ability to support in achieving funding bodies requirements associated with grant funded projects.
c) Supports the management and control of budgetary constraints and external funding acquittals relevant to the service.

<u>Compliance</u>

a) This position has delegations in accordance with the Local Government Act. Responsibilities must be exercised in accordance with Council's Delegations of Authority.
b) Ensure compliance with Council policies and procedures that are relevant to the position, including compliance with legislative obligations and behavioural expectations relating to equality, non-discrimination, anti-bullying, privacy, and Council's Codes of Conduct.
c) All employees / contract staff shall create full and accurate records of work-related decisions and activities, including capture of records into corporate electronic document management system.

Accountability and Responsibility

a) Efficient and effective utilisation of Council's resources, including the reporting of property damage, theft, or other losses immediately.
b) All staff shall create full and accurate records of work-related decisions and activities; and save these records into the corporate electronic document management system in accordance with Council's Records or Information Management Policies
c) Oversee and ensure compliance with regulatory requirements related to corporate governance, health and safety, industrial relations, risk management, delegations and financial reporting
d) Provide quality customer service and demonstrate Council's values in all aspects of the role.
e) Assist with emergency management activities as required, including duties outside the usual role during an emergency.
f) Undertake other duties as directed within the employee's skills and capability.

2.2 Child Safe Standards

a) Pyrenees Shire Council is committed to providing an environment that protects the safety and wellbeing of children and young people; where children and young people are respected, listened to, valued, and encouraged to reach their full potential.
b) All staff must adhere to Council's Child Safety & Wellbeing Policy and Framework and ensure that any reasonable suspicion of abuse or serious neglect to children or young people is reported.

2.3 Risk Management and Health Safety & Wellbeing

All employees must:

a) Take reasonable care for their own health, safety, and wellbeing; and for the health, safety, and wellbeing of anyone else who may be affected by their acts or omissions in the workplace.
b) Cooperate and abide with all safe working procedures developed by the Pyrenees Shire Council and any other action taken by Council to comply with relevant occupational health & safety legislation or regulation.
c) Actively participate in the identification and documentation of workplace hazards, and the development of safe working procedures.
d) Actively encourage other employees to work safely.
e) Ensure Council's risk management and OHS policies and procedures are observed and complied with at a personal level.
f) Understand, apply, and encourage others to observe Council's risk management and OHS policies and related procedures.
g) Ensure the physical security of all property, equipment, and buildings within your area of control or influence.
h) Report any incident resulting in personal injury immediately.
i) Actively reduce Council's risk exposure by reporting any issue that may result in an insurance claim (or lead to potential future injury or loss) including incidents, security issues, and all safety hazards and near misses

3. ACCOUNTABILITY AND EXTENT OF AUTHORITY

a) Accountable to the Executive Manager Customer & Response for the leadership, planning and performance of Council's emergency management, response and recovery function, within approved budgets and work plans.
b) The freedom to act is governed by legislation, Council policies, objectives and budgets, with a regular reporting mechanism.

c) Decisions and actions may significantly affect programs, the community and public perception of Council, and the position provides input into policy.

4. JUDGEMENT AND DECISION MAKING

a) The position is essentially problem solving, applying established principles to new situations, often under time pressure and with incomplete information during emergencies.
b) Guidance is not always available within the organisation.
c) Analyses options and makes recommendations on priorities, resourcing and program design.

5. INTERPERSONAL SKILLS

a) Gains the cooperation and assistance of agencies, community members and employees in broadly defined activities, and motivates and develops employees.
b) Liaises with counterparts in other councils and agencies to resolve specialist problems, and across Council to resolve cross-organisational issues.
c) Communicates with empathy and sensitivity with people affected by emergencies.

6. MANAGEMENT SKILLS

a) Plans the work of the team to achieve set objectives within resources and timeframes, despite conflicting pressures.
b) Implements personnel policies and practices, including recruitment, position descriptions and staff development, and contributes to long-term staffing strategies.
c) Manages the safety, fatigue and wellbeing of staff during emergency operations.

7. SPECIALIST KNOWLEDGE AND SKILLS

a) Proficiency in applying emergency management theory and practice, including risk assessment.
b) Detailed knowledge of the Emergency Management Act 2013, municipal emergency management planning, and relief and recovery arrangements, including the Disaster Recovery Funding Arrangements.
c) Knowledge of budgeting, grant management and acquittal, and of emergency management information systems.

8. QUALIFICATIONS AND EXPERIENCE

a) A relevant degree or diploma with several years of relevant experience, or lesser formal qualifications with extensive relevant experience.
b) Experience in emergency management, recovery or resilience, and willingness to work outside normal hours.
c) Current driver licence, Working with Children Check and National Police Check.

9. AUTHORISATION

The following signatures are required to indicate understanding, agreement, and approval of the position description. This position description is current at the date of issue and is subject to review at least annually, in collaboration with the employee.

Employee signature:

Employee name:

Date:

Supervisor signature:

Supervisor name:

Date:

CEO signature:

Sally Jones

Date: