

## EMA – Capability Development

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### Horopaki | Context

Environment Canterbury plays a vital role in the delivery of Civil Defence Emergency Management in the region, working on the ground with communities to prepare, respond and recover from disasters. At a regional level in Canterbury, Environment Canterbury along with nine Territorial Authorities come together with other key partner agencies to form the Canterbury CDEM Group headquartered at the Justice Precinct in Central Christchurch tasked with providing effective and comprehensive management of major hazards and their consequences anywhere in Canterbury.

### Aronga | Purpose

The EMA Capability Development role is responsible for enhancing the preparedness and response capabilities of the Canterbury Civil Defence Emergency Management (CDEM) Group. This role involves ensuring the development of content, management and delivery of a comprehensive suite of training programmes, courses and workshops to enable and support a robust capability framework. An Emergency Management SME, the role will contribute to the development of regional and national policies and strategies promoting best practices and national standards in risk reduction, readiness, response and recovery.

### Ngā Haepapa | Accountabilities

#### Capability Development

- Manage Emergency Operations Centre (EOC) and Emergency Coordination Centre (ECC) training: Oversee the scheduling, delivery, and maintenance of training programmes across the Canterbury region
- Contribute to the development and maintenance of the Canterbury CDEM Group's coordination centres (EOCs and ECC) capacity and capability framework.
- Design, implement, monitor, and review the effectiveness of the capability programme of work to enable continuous improvement within the programme.
- Facilitate workshops, sessions, and lead working groups in support of the programme of work.
- Coordinate staff that provide the administration required to enable training sessions to be fully supported (e.g. attendee, venue and resource management)
- Ensure robust feedback is gathered following training sessions
- Collate feedback recommendations on the updating of content and application of process to maintain best practice and innovative approaches
- Update content based on changes in regulations, best practices, or organisational needs following an approved continuous improvement process within the Canterbury Group.
- Support the development of Kaimahi involved in delivering coordination centre training.

#### Emergency Management Advisor

- Advocate and promote best practice in emergency management, influencing and educating CDEM stakeholders.

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- Lead and coordinate the development of multi-agency emergency management projects and programmes that are current, effective and relevant.
- Support the development of emergency management capability in Canterbury through mentoring, coaching and advising CDEM Group members, partner agencies and stakeholders.
- Contribute as a subject matter expert to the development of national, regional, and local policy and strategy to develop best practice and national standards across risk reduction, readiness, response and recovery.
- Fulfil a senior response role in the Canterbury CDEM Group ECC or Local EOCs, ensuring a coordinated and collaborative response to an emergency in Canterbury and supporting other CDEM Groups as and when required.

## **Hononga ā-Mahi | Working Relationships**

### **Kai rō Kaunihera | Within the organisation**

- Accountable to EMA Training and Capability Development Lead
- Working closely with colleagues in CDEM Group Office
- Building and maintaining robust relationships with others in the Operations Group and Wider organisation as appropriate (eg Strategy and Planning, Finance, P&C OD & Learning)

### **Kai waho i te Kaunihera | Outside the organisation**

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within the Waitaha Canterbury rohe and Te Rūnanga o Ngāi Tahu. To demonstrate our council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.
- Liaise with contractors and providers e.g. training providers, coaches, software providers, specialists to ensure value for money services are received.
- Liaise with key people in partner organisations throughout the region, industry and in central government agencies to stay abreast of best practice and collaborative opportunities.
- Provide advise to Standard Setting Bodies regarding coordination centre qualifications

## **Ngā Herenga Motuhake | Special Conditions**

This role requires operating in the Group Emergency Management Office “Duty Officer” role during business as usual and in the Emergency Coordination Centre (ECC) during a response to an emergency. The duties for this role involve:

- Undertake the business-as-usual Duty Officer role as rostered (roster is set in agreement with all CDEM staff and is typically a seven-day period every four to five weeks).
- During duty periods you will be available 24 hours per day and within 30 minutes of the Group Emergency Coordination Centre (ECC).
- During emergencies or exercises be available to undertake Emergency Management Team duties on a prolonged or out of office hours basis anywhere within the Group's area of operations.
- In the event of an emergency, you may be requested to deploy elsewhere in New Zealand to assist with emergency response in other Coordination Centres.

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## Hauora me te Marutau | Health and Safety

Environment Canterbury is proactive in advocating robust Health and Safety practices; we take health, safety and wellbeing very seriously.

So far as it is reasonably practicable you need to ensure the Health and Safety of yourself, your team, contractors and visitors. You must comply with current Health and Safety legislation, regulations and guidelines, organisational policies, procedures and our code of conduct.

## Māngai Whakahaere | Delegations and Authorities

Delegated authority to make decisions in accordance with Council approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media related activities.

## Ngā Āheitanga | Capabilities

### Tohu Mātauranga | Qualifications

- A tertiary qualification in Adult Learning / Teaching or similar is preferred
- Emergency Management qualification is desirable or relevant field
- Current full drivers licence with clean driving record

### Mātau ā-wheako | Experience

- A minimum of 3 years' experience in developing and delivering courses and course content
- Experience facilitating workshops and training in a variety of fields
- Experience in providing adult learning & development programmes.
- A proven ability to proactively develop, foster and maintain excellent working relationships at all levels.
- Demonstrated knowledge of emergency management systems and processes.
- Ability to work independently but also be a key player and contributor in the wider CDEM Team.

### Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Team Member level sit beneath each of the following organisational competencies. To identify the competency expectations at this level view the competency framework in the P&C Kete or the Environment Canterbury Careers website.

Customer Focus	Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation.
Business Acumen	Using an understanding of the organisation's position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers' perspective.
Achieving Outcomes	Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes

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	and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.
Leading Change	Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal initiatives; using new approaches to improve results by transforming organisational culture, systems, or services.
Common Purpose	Working towards a compelling view of the future by engaging with the organisation’s vision; understanding and aligning to the common purpose.
Building Capability	Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities.

The above statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. However, from time to time the EMA Capability Development will be required to accept and carry out other duties.

**Band**                      6                                      **Position Code**                      OPERCIV.022

I agree to undertake the responsibilities detailed in this job description:

**Ingoa | Name:** \_\_\_\_\_

**Waitohu | Signature:** \_\_\_\_\_

**Rā | Date Signed:** \_\_\_\_\_