

## Emergency Management Officer

<b>Location</b>	Thames	
<b>Reports to</b>	Civil Defence and Emergency Manager	
<b>Group</b>	Community	
<b>Direct Reports</b>	nil	
<b>Financial Authority</b>	nil	
<b>Functional Relationships</b>	<i>Internal</i> Civil Defence and Emergency Manager and team, GM Community, Chief Executive and all staff, Elected Members	<i>External</i> Emergency Services, National & Regional CDEM and partner agencies, Iwi, Marae and Manaaki groups Regional & Local Councils, community groups, Schools, volunteer groups and members of the public

### Our Council

As one of the largest employers on the Coromandel Peninsula, we are proud to be Thames-Coromandel District Council.

We will provide high quality, affordable services and facilities with excellent customer service. We will maintain innovative leadership and empower our communities. We will strive to make the Coromandel Peninsula a desirable place to live, work and visit. We will be the best.

To achieve our vision we aim to attract, employ, and support people to be their best while being guided by our core values of **respect, integrity, innovation, and teamwork**.

The Thames Coromandel District covers 2,208km<sup>2</sup> and has a resident population of 33,700 which swells to an estimated 250,000 during the peak summer period. Largely bush clad and steep almost the entire population lives on the narrow coastal strips fronting the Hauraki Gulf and Bay of Plenty.

### How you fit

The **Emergency Management Officer** is an integral part of the team that responds and supports one of the most active Civil Defence and Emergency Management Districts in New Zealand.

Often working in a high stress environment ensuring that Council and its communities are well informed, capable, resilient, and ready to respond to declared and undeclared emergencies and Civil Defence responses.

Key functions include: maintaining ongoing stakeholder relationships; planning and providing support to Council and communities; managing and developing Community Response groups; delivering response capability; implementing procedures and training programmes; and producing high-quality communications, plans and SOPs.

## Your responsibilities

Accountable for	Successful when
<b>Civil Defence &amp; Emergency Management</b>	<p>The Civil Defence and Emergency Manager receives high quality support and assistance to reach team goals and outcomes.</p> <p>Council's Civil Defence and Emergency Management documentation, procedures and policies are followed and updated.</p> <p>Community Response Groups are established, trained and resourced to be in a state of operational readiness, and work cohesively.</p> <p>Community Response Plans are accurately maintained and reviewed regularly to enable communities to respond to emergencies with successful outcomes; including but not limited to:</p> <ul style="list-style-type: none"> <li>- Stakeholder contact lists</li> <li>- Facilities lists for primary and secondary Civil Defence Centres</li> <li>- Maintenance and upkeep of resources and materials</li> </ul> <p>Public Education is provided for emergency preparedness and response planning, to communities and core groups; including but not limited to schools, early childhood education centres, kindergartens, medical centres, aged care facilities, Iwi/Marae groups, and those with diverse needs.</p> <p>National and CDEM Group plans, frameworks and responses are in accordance with legislation requirements, reflect sector best practice and incorporate all aspects of emergency management.</p> <p>The annual work programme is developed and implemented.</p> <p>Council objectives within regional plans and strategies are coordinated and achieved.</p> <p>The Local Welfare Committee and associated agencies are supported and in a state of operational readiness.</p> <p>Professional administrative and management support is provided to the Eastern Waikato Emergency Services and Safer Coromandel committees.</p> <p>Civil Defence and Emergency Management is incorporated in Council's strategic plans, risk management and H&amp;S frameworks, and Business Continuity plans.</p> <p>A communications plan is in place, and exercised, for communication between the Thames-Coromandel District Council offices and with local emergency services.</p> <p>The Emergency Operations Centre activations are timely and well-resourced with appropriately trained and experienced staff.</p> <p>Civil Defence Centre Teams incorporate staff and volunteers from the larger TCDC settlements and are managed efficiently, are competent to achieve outcomes during emergency events.</p>

	<p>Emergency Management Officer on call duties are provided, as rostered, as part of the Eastern Waikato Council's Duty Officer Roster and when the TCDC Emergency Operations Centre is monitoring or activated.</p> <p>New innovations are identified for ongoing system improvement.</p> <p>Council's Business Continuity Plans are reviewed annually and updated to reflect the coordination of responses for each business unit.</p> <p>Professional response services are provided, where approved by the CE and District Manager – Emergency Management, to locations throughout New Zealand as appropriate.</p> <p>Participation is undertaken in regional and national training as required.</p>
<b>Training Management</b>	<p>Council's Civil Defence and Emergency Management Training Programme is delivered, ensuring all critical functions of emergency management are operationally ready.</p> <p>Training programme has relevant resources, documentation and guidance that reflects regulatory and legislative requirements and is regularly reviewed; includes but not limited to:</p> <ul style="list-style-type: none"> <li>- Control</li> <li>- Planning</li> <li>- Intelligence</li> <li>- Operations</li> <li>- Logistics</li> <li>- PIM</li> <li>- Welfare</li> <li>- Pou Ārahi</li> <li>- Safety</li> </ul> <p>An Emergency Operations Centre exercise is developed, conducted, measured and reported on annually.</p> <p>In association with the Civil Defence and Emergency Manager and Kaihautū – Tikanga Navigation, a Marae emergency preparedness education and training plan is developed and delivered.</p>
<b>Relationship Management</b>	<p>Internal relationships are effectively managed and maintained where advice is provided to all staff on Civil Defence and Emergency response, recovery and training opportunities.</p> <p>Key stakeholders are well informed and consulted on Civil Defence and Emergency Management, with input and influence from Council in decision making.</p> <p>Positive working relationships exist with key Emergency Management groups.</p>

<b>Organisational Support</b>	<p>Knowledge and skills are shared, and other staff are supported.</p> <p>Procedures, information systems and policies are documented and complied with.</p> <p>Appropriate and agreed continuous professional development is undertaken.</p> <p>Civil Defence and Emergency Management training and activities are participated in.</p> <p>Other duties may be requested by the manager to support the business unit.</p>
<b>Health, Safety &amp; Wellbeing</b>	<p>All reasonably practicable steps are taken to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction.</p> <p>All reasonable workplace health and safety policy and procedures are followed.</p> <p>Any reasonable instructions given are complied with.</p> <p>A personal commitment to Health, Safety and wellbeing is demonstrated, in accordance with TCDC's Health and Safety Policy.</p>
<b>Te Tiriti o Waitangi</b>	<p>Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Māori.</p>

## About you

Honesty, Enthusiasm, Flexibility, Accountability, Respect and Teamwork are considered core competencies for all staff.

A successful *Emergency Management Officer* will need the following to succeed:

<b>Education / Training</b>	<p>Preferably but not essentially, a relevant tertiary qualification e.g., CDEM National Integrated Training Framework courses, RRANZ Transition Course, CDEM Information management Systems.</p>
<b>Experience</b>	<p>Demonstrated experience in Civil Defence and Emergency Management response, and Emergency Operation Centre management.</p> <p>Demonstrated understanding and application of key local government legislation including Civil Defence Emergency Management Act 2002, Resource Management Act 1991, Building Act 2004, LGOIMA 1987 and Local Government Act 2002.</p> <p>Demonstrated experience and understanding of regional and national Civil Defence Emergency Management strategies, plans and guidelines.</p>

	<p>Demonstrated experience of embedding a continuous improvement culture in business processes.</p> <p>Proven ability to engage and communicate with diverse community groups, in a development capacity.</p> <p>Experienced administrator, capable of multi-tasking and working to deadlines often under pressure and at abnormal times.</p>
<b>Knowledge, skills and attributes</b>	<p>Able to drive and influence decisions confidently with highly developed interpersonal and communication skills.</p> <p>Solution focused, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities.</p> <p>Innovative mind set, is an improvement focused team player that shows initiative and inspires commitment to achieve results.</p> <p>Strong decision making and problem-solving skills, can confidently analyse and apply key information with good judgement and takes accountability.</p>

I certify that I have read this position description and reasonably believe that I understand the requirements of the position. I understand that:

- a) This position description may be amended by the employer following reasonable notice to me
- b) I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position.

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Employee

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Date

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Employer

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Date