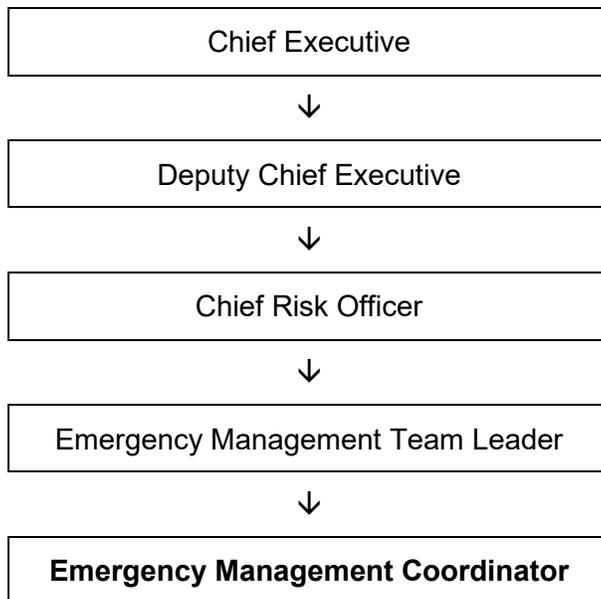


POSITION DESCRIPTION

Position: Emergency Management Coordinator
Team: Risk & Content Services
Group: Office of the Chief Executive
Responsible To: Emergency Management Team Leader
Responsible For: NA
Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora
Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki
Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Maori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

The Hastings District Council Risk and Content Services team are responsible for working across the organisation to promote technical capabilities in content management, risk management and Civil Defence Emergency Management (CDEM), as well as building community resilience to hazards.

Purpose of Position

This role is part of the Office of the Chief Executive. The Group includes Information Management and Business Transformation, Risk & Content Services and Strategic Growth.

The purpose of this position is to contribute to delivery of excellence in service by the entire organisation by leading community resilience initiatives and building best practice CDEM capability and will be successful by:

- Building community resilience throughout the Hastings District.
- Champion development of resilience for iwi Māori including marae and hapu.
- Developing and maintaining Hastings District Council emergency response framework, including workforce development and response facilities.
- Supporting implementation of risk management to support effective management of natural hazards.

Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
 - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
 - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

Key work areas for which this position will have a responsibility are: Community Resilience Building

- Engage with Communities to promote the Community Emergency Hub programme.
- Run community workshops to develop community resilience plans and establish

Community Emergency Hubs and centres.

- Develop Community Resilience Plans and associated documents in support of Community Emergency Hubs.
- Plan and undertake regular reviews and audits of community resilience plans and hubs.
- Help drive ongoing maintenance and evolution of the community resilience programme.
- Help drive the public awareness campaigns to promote adoption of the community resilience program across the District.
- Advise groups and business on best practice CDEM response planning.
- Contribute to projects involving cross-functional or inter-Council teams to develop community resilience.
- Contribute to hazard planning and development of response plans.

Council Operational Readiness & Response Capability

- Assist with the development of tools, initiatives, policies and procedures to increase emergency preparedness and response.
- Maintain the Council emergency management processes and systems.
- Provide support to the Incident Management Team during an event or incident.
- Support emergency management training and exercises to ensure readiness of Council staff.
- Coordinate with Hawke's Bay Emergency Management Office and other Local Authorities in the region to ensure consistent practices across the region.
- Help drive the awareness, adoption, implementation, ongoing maintenance, and evolution of the Council Incident Management Team.

Important Functional Relationships

External

Industry Peers
Community
Agency Stakeholders

Internal

Across all Groups.

Committees/Groups

Council
Risk and Assurance
Committee

Person Specification

Qualifications

- Risk management or Emergency Management related qualification or equivalent industry experience.

Knowledge/Experience

Essential

- Experience at leading successful workshops.
- Experience working with diverse communities
- Experience in working as part of a multidisciplinary teams.

Desirable

- Experience working in local government context.

Key Personal Competencies

- Negotiation and conflict management skills.
- Ability to relate well at all levels and high level of commitment to building and managing excellent stakeholder relationships.
- Commitment to improving processes and ability to think laterally, and innovatively.
- An ability to get the job done and to deliver real outcomes.
- An ability to prioritise, be organised, work on multiple projects and maintain an even temperament and client centric attitude.

Personal Attributes

- Personal resilience to cope with the stresses and pressures of multiple work streams.
- Facilitation and interpersonal skills to establish and maintain effective working relationships and service level agreements with Council clients and external suppliers and contractors.
- Honesty and integrity.
- Advocacy and communication verbal and written skills.
- The ability and willingness to work collaboratively with others.
- Presentation and report writing skills to update Council on relevant issues.