

Disaster Management Project Officer

POSITION DESCRIPTION



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| Position Number: | 3865 |
| Department: | Regional Services |
| Section: | Infrastructure Planning |
| Unit: | Disaster Management |
| Position Status: | Fixed Term Full Time |
| Classification: | Level 4 – Rockhampton Regional Council Certified Agreement 2018 – Internal Employees |
| Reports To: | Coordinator Disaster Management |
| Revised: | July 2020 |

General Position Statement

This position supports Council's direction by performing project support activities that contribute to the development and delivery of projects within the Disaster Management Unit.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Support the delivery of Disaster Management project: Rockhampton Region Queensland Emergency Risk Management Framework 2020.
- Support the delivery of Disaster Management project: Rockhampton Region Bushfire Management Study, Strategy and Mitigation plan 2020.
- Collate information in relation to community understanding of risk and integrate this work into the development of disaster management plans and educational tools.
- Develop and deliver Disaster Management community engagement and education plans and resources.
- Develop and deliver Get Ready activities for the 2020 season.
- Perform activities that contribute to the development and delivery of current complementary projects within the Disaster Management Unit.
- Liaise with internal and external stakeholders to collaborate and ensure optimal project outcomes.
- Maintain and investigate improvements in Guardian, Council's Disaster Management system.
- Deliver a high level of assistance and demonstrate a high degree of judgement, initiative, confidentiality and sensitivity.
- Identify and analyse problems to develop and recommend appropriate solutions.
- Refer matters that may impact upon the business, Council and employees to the Coordinator Disaster Management.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

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Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Demonstrated knowledge and understanding of Queensland Disaster Management Arrangements.
- Highly developed skills in verbal communication and interpersonal skills with demonstrated ability to consult and liaise professionally with community members and groups and key projects stakeholders.
- Demonstrated ability to develop disaster management plans and education strategies and resources.
- Demonstrated knowledge and understanding of local government, legislation, policies and procedures with ability to proactively identify emerging issues and/or risks impacting on business.
- Demonstrated ability to negotiate and work cooperatively with stakeholders, consultants, contractors, community members, government agencies and businesses.
- Thorough knowledge of work practices, procedures and activities relevant to the work area.
- Demonstrated ability to plan and work independently, but contribute to overarching team goals and deadlines.
- Knowledge of natural hazards and risk profile in the local context.
- Demonstrated ability to research and draft replies to correspondence, reports and other such documentation in well written plain English.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Ability to effectively operate Council's computer systems including the Ci Anywhere Suite (R1 and ECM), Pathway and the MS Office Suite.

Qualifications

- Qualifications in Emergency or Disaster Management (or related discipline) and/or equivalent demonstrated experience relevant to the position.

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Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council’s Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: One Team, Accountable, Customer Focused, Continuous Improvement and People Development.

Additional Requirements

- Ability to work in an office environment.
- Ability to work in an outdoor environment.
- Ability to legally operate a motor vehicle under a “C” Class Licence.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised against Hepatitis A&B and Tetanus.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council’s Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

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| Authorised By: | Manager |
| Signature: | |
| Date: | |
| Employee Name: | |
| Employee Signature: | |
| Date: | |