

POSITION DESCRIPTION

Position Details

Position Title:	Disaster Management Officer (Part Time)
Award Classification:	Level 4-5
Employment Conditions:	Queensland Local Government Industry (Stream A) Award – State 2017
Department / Branch:	Corporate & Financial Services / Disaster Management
Principal Location:	Shire Office, Hughenden
Reports to:	Governance Manager (or as directed)
Direct Reports:	Nil

Flinders Shire

Our Vision:	Flinders Shire – a place of discovery, opportunity and lifestyle	
Our Mission:	To promote quality of life through leadership, attitude and respect	
Our Values:	<ul style="list-style-type: none"> • A Caring Philosophy • Pursuit of Excellence • Teamwork • Local Ownership 	<ul style="list-style-type: none"> • Communication • Leadership • Recognition

Council Structure

Office of the Chief Executive Officer

- Investment, Attraction & Economic Development
- Executive Support
- Human Resources

Corporate & Financial Services

- Financial Control
- Information & Communication Technology
- Business & Customer Services
- Governance & Regulatory Compliance
- Workplace Health & Safety

Community Services & Wellbeing

- Community Development & Engagement
- Tourism
- Community Care
- Regional Marketing & Promotion
- Media / Communications

Engineering

- Open Spaces & Community Assets
- Asset Management
- Project Management
- Roads & Infrastructure

Position Objective

The Disaster Management Officer will play a key role in the Disaster Management portfolio through the provision of high-level administrative support to the Local Disaster Management Group for the Flinders Shire, including the coordination of periodical plan reviews, emergency services grants, community education and awareness programs relating to disaster or emergency preparedness.

As a representative of Council, demonstrated professionalism and a commitment to a high level of service and continuous improvement in the best interest of Council and the Community are essential.

Key Responsibilities

Disaster Management

- Gain and maintain a contemporary knowledge and understanding of legislative and policy requirements as they relate to Disaster and Emergency Management in order to be prepared for, able to respond to and to recover from disaster and emergency events
- Provide support and technical advice to Local, District and State Disaster Management Groups and agencies.
- Facilitate and participate in the development, implementation and maintenance of a disaster management strategic plan to provide a managed and focussed approach to Council's disaster management activities.
- Facilitate and participate in the development, implementation and maintenance of the Local Disaster Management Plan and sub plans, Standard Operating Procedures, disaster management risk assessments and Council policy relevant to this area and in accordance with Council's obligations.
- Provide timely and accurate advice to the Chairperson of the Local Disaster Management Group, Local Disaster Coordinator and members of the LDMG.
- Guide and assist Council and the Local Disaster Management Group, through the provision of advice, in implementing approved public education and awareness activities.
- Manage Council's agreed level of support to local SES groups under relevant policy, memoranda of understanding/agreements or budget allocations and liaise with local SES members accordingly.
- Facilitate and coordinate the planning and delivery of identified disaster mitigation and community resilience projects and ensure the timely delivery of such programs.
- Coordinate relevant training to staff in relation to disaster management arrangements, strategies and plans.
- Participate in training, exercises and response to disaster management and recovery, including in the provision of proficient and effective service in Council's Local Disaster Coordination Centre as required.
- Coordinate, facilitate and actively participate in business and community meetings, projects and events relating to disaster management.
- Assist with the preparation of budgets and securing resources necessary for the operation and delivery of disaster management strategies.
- Development and submission of funding applications for approved projects related to Council's disaster management functions.
- Represent Council in government, business and community forums and meetings as required.
- Participate in training, exercises and response to disaster management and recovery as required
- Be available to provide a supportive role in disaster management response and recovery during and following activation of Council's Local Disaster Management Group in times of natural disasters
- Utilise technology, software and financial systems as required.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Administration Support

- Provide business and administrative support to the Disaster Management Group including travel arrangements, agenda preparation and meeting minutes, arranging meeting venues and catering.
- Drafting of correspondence and public notices regarding Disaster Management activities
- Receive, record, report and respond accordingly to queries with accurate, technically sound and well-articulated communications.
- Research, prepare and produce professional reports on a range of disaster management related topics. Produce reports for Council and relevant Committees.
- Prepare tender, quotation and advertising documents as required for department and completion of purchase orders for suppliers.
- Obtain quotes and assist in costing plant, labour and materials for projects/works
- Maintain disaster management records through the maintenance of physical and electronic records, including filing and archiving, data input and reporting and submission of electronic funding claims.
- Assisting other portfolios as required/directed with administrative support.
- Contribute to the promotion of the image of the Council and the maximisation of good public relations.

- Liaise with clients, other Council staff, the public, consultants, utility and government authorities in the performance of duties including providing and obtaining information.
- Undertake routine administrative tasks as required by the position eg. Timesheets.
- Assist senior staff to continuously improve work processes and develop new practices as required.

General

- Consistently complete allocated tasks to a high standard and within agreed timeframes.
- Undertake other tasks up to and including your competency and level.
- Actively promote the values of the organisation to staff.
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.

Administration

- Ensure general administration and records management requirements are being met.
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner.
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required.
- Ensure that requests are acted on and reported upon in accordance with Council Policy.
- Keep the Chief Executive Officer appropriately and adequately informed on the current state of activities relevant to your role and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public.
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced.

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values.
- Willingness and ability to advocate a positive and constructive organisational culture.
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such.
- Willingness and ability to integrate the competing demands of work, home, community and self.

Corporate Responsibilities

All employees are bound by the *Queensland Local Government Act 2009* to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance with the Flinders Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role.

Workplace Health & Safety

All workers have a duty to familiarise themselves with and comply with statutory and Flinders Shire Council Work Health and Safety requirements, including the WH&S Management System, and WH&S Policies, Procedures and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person in control of the business or undertaking (PCBU) to allow the person to comply with the *Work Health and Safety Act 2011* (e.g. wearing of Personal Protective Equipment as instructed).

- Cooperate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. reporting of incidents).
- Participate in the consultation and communication processes as prescribed in the *Consultation, Cooperation and Coordination Code of Practice 2021*.

Other Requirements

- This position operates from Council's main administration building in Hughenden, however, may be required to travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role.
- Travel (including outside of normal hours) to attend training may be required
- The incumbent must be:
 - Contactable 24/7 and available to work outside of normal business hours especially during activation of local disaster management arrangements and often for extended periods of time.
 - willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
 - medically fit and physically capable to meet requirements of the position;
 - Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
 - Prepared, if required, for Council to undertake a Criminal History Check

Organisational Relationships and Delegations

Internal: Reporting directly to the CEO, this role will be required to interact effectively with other portfolios across Council and senior leaders including Chief Executive Officer, elected members and members of the LDMG

External: Government departments, contractors, suppliers, general public and other Local Government regions

Delegations: The Disaster Management Officer works under limited direction, has the skills to manage time and organisational priorities. This position has delegated decision making and purchasing authority in accordance with Council's Delegation Register and Procurement Policy.

Selection Criteria

Essential

1. Demonstrated experience of administration requirements within a corporate environment and willingness to act as a support officer while managing confidential information in a professional and sensitive manner.
2. Demonstrated commitment to excellent customer service, and the ability to respond to all customer enquiries, internal and external in a professional and patient manner.
3. Demonstrated experience working with Microsoft Office Suite, and the ability to rapidly acquire knowledge of corporate and other programs used by Council such as Authority and TRIM.
4. Ability to work within a team, establish work priorities, meet deadlines, actively follow up and resolve outstanding tasks while ensuring attention to detail.
5. High level of communication and interpersonal skills with the ability to develop effective professional partnerships across diverse stakeholders.
6. Sound knowledge or understanding, or ability to quickly acquire knowledge of legislated framework governing Council in regard to finance, procurement and community engagement.
7. Current C Class driver's licence.
8. Commitment to uphold Council's Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.

Desirable

9. Tertiary education within Business, Administration, Local Government or a related field.

Authorisation

Position Approved By: Melanie Wicks, Director Corporate & Financial Services

Signature: _____ **Date:** 16/08/2024

Receipt and Acknowledgement

I, _____ have received a copy of the attached position description. I have read this position description, and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of the Council without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: _____ Date: _____

Witness Signature: _____ Date: _____