

Burdekin Shire Council is currently seeking applications for a Disaster Management Officer. This is a part-time position with the hours of work totalling 36.25 hours per fortnight. The days and hours of work are flexible and will be determined in consultation with the successful applicant.

The Position

The key responsibilities include:

- Assist the Burdekin Local Disaster Management Group (LDMG) to manage and coordinate its functions as required by the Disaster Management Act 2003.
- Assist in the preparation, response and recovery activities for emergencies affecting local residents and visitors including community education and awareness programs.
- Develop and deliver training programs and education packages to council personnel in relation to disaster management strategies, roles and responsibilities.
- Update and monitor the information on the Burdekin Shire Council's Emergency webpage and ensure all information is current.

The Person

The successful applicant will possess the following attributes at a minimum:

- Highly developed oral and written communication skills.
- Demonstrated passionate attitude towards serving the community during times of disaster.
- Experience in facilitating training and presenting to audiences both internal and external to Council.
- Ability to work flexible or extended hours, including weekends and after-hours, during times of Local Disaster Management Group (LDMG) activations, operations and community engagement events.
- Knowledge of Queensland Disaster Management Arrangements.
- Experience in capturing, organising, and disseminating corporate information while following relevant policies and procedures.
- Current "C" Class drivers licence.

Applicants should familiarise themselves with the entire position description.

The applicable salary is to a ceiling of Level 4 (\$37,063pa) with the commencing salary dependent upon the skills and experience of the successful applicant.

Application packages are available from the Human Resources Office on (07) 4783 9800 or Council's website www.burdekin.qld.gov.au.

Applications for **18/26 – Disaster Management Officer** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria found in the Position Description

Applications can be submitted using one of the following methods:

- Email – employment@burdekin.qld.gov.au
- Mail – Confidential Application No. 18/26, PO Box 974, Ayr Qld 4807

Applications close on Monday, 21 May 2018 at 5.00pm. Word or PDF format is preferable.

For further information please contact Eileen Robinson – Manager Client Services on (07) 4783 9800.

Position Number	20070
Certified Agreement	Burdekin Shire Council Enterprise Bargaining Agreement
Award	Queensland Local Government Officers Award - State
Award Descriptor Group	Administrative
Award Descriptor Level	Level 4
Reports To	Manager Client Services
Place of Employment	Council Chambers, 145 Young Street, Ayr

Position Objective

This position reports directly to the Burdekin Local Disaster Coordinator and working with the Local Disaster Management Group provides administrative support in the coordination and facilitation of projects and Community engagement functions related to disaster management functions.

This position is responsible for participating in the development, facilitation and coordination of Council's and the Burdekin Local Disaster Management Groups disaster management planning, preparation, prevention, response and recovery in accordance with Council's obligations under the Disaster Management Act 2003.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Assist the Burdekin Local Disaster Management Group (LDMG) to manage and coordinate its functions as required by the Disaster Management Act 2003.
- Undertake day-to-day disaster management tasks and activities, and display a passionate attitude towards the performance of all duties in this role.
- Assist the Local Disaster Coordinator to develop and review a range of disaster plans, procedures, policies and guidelines.
- Assist in the preparation, response and recovery activities for emergencies affecting local residents and visitors including community education and awareness programs.
- Develop and deliver training programs and education packages to council personnel in relation to disaster management strategies, roles and responsibilities.
- Update and monitor the information on the Burdekin Shire Council's Emergency webpage and ensure all information is current.
- Assist in the development, coordination and facilitation of the Burdekin's Area Warden Program for times of disasters.
- Assist in managing Council's support of local State Emergency Service (SES) groups.

- Participate and develop disaster exercises to test effectiveness of Disaster Management Systems.
- Assist in the development, coordination and facilitation of community based programs and promotions associated with local disaster management plans and emergency response strategies.
- Undertake role and responsibilities as directed when council's Emergency Response and/or Local Disaster Management Plans are activated.
- Attend seminars, workshops and training to maintain industry knowledge and development.
- Assist in the coordination of the Burdekin Local Disaster Management Groups responsibilities relating to evacuation centres, places of last resort and the Multi-purpose building including staff recruitment, training, shelter resourcing and other relevant operational requirements as required.
- Be responsible for the management and coordination of the Local Disaster Coordination Centre (LDCC) during times of activation and ensuring all staff and agencies are fully trained in Council's emergency management software Guardian.
- During periods of LDMG activations, operations and community engagement events, be prepared to work more flexible hours. This includes an increase to normal work hours, weekends, and after-hours work.

Position Requirements

Knowledge

- Knowledge of the Queensland Disaster Management Arrangements and Framework.
- Comprehensive understanding of all relevant legislation, codes and guidelines relating to disaster management within a Local Government sphere.
- Sound understanding of current Council policies and procedures which impact the work area.
- Sound understanding of Council Departmental roles.
- Sound knowledge of Microsoft Office suite of applications.

Skills

- Active learning and listening.
- Advanced reading comprehension.
- Highly developed speaking skills.
- Advanced writing skills.
- Problem solving.
- Time management.
- Work organisational skills.
- Training and Presentation skills.
- Service orientation skills and attitude.
- Comprehensive research skills.
- Community engagement skills.
- Computer literacy skills including the Microsoft Office suite of applications.

Abilities

- Ability to bring a passionate attitude to all work-related activities and situations.
- Ability to resolve work procedural issues in the relevant work area within established constraints.
- Ability to promote Disaster Management within Council and the broader community.

- Ability to implement relevant legislation into the work area.
- Ability to learn new systems, policies and procedures quickly and implement new knowledge into work practices.
- Ability to work under limited supervision.
- Oral comprehension and expression.
- Written comprehension and expression.

Other Requirements

- Current “C” Class drivers Licence.

Experience and Qualifications

- Experience in facilitating training and presenting to audiences both internal and external to Council.
- Experience in capturing, organising, and disseminating corporate information while following relevant policies and procedures.

Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Officers Award and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Organisational Relationships

- Works under general direction.
- Supervises subordinate employees or works in a specialised field.

Extent of Authority

- Required to set outcomes within defined constraints.
- Provides specialist, technical or professional advice.
- Freedom to act governed by clear objectives and/or budget constraints.
- Solutions to problems generally found in precedents, guidelines and instructions. Assistance is usually available.

Core Competencies

These competencies relate to positions at Level 3 and Level 4 of the Local Government Officers Award:

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customers' expectations and base the service on this knowledge.

Communication

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues.
- Actively listen.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore you will be expected to

participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.

2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.

Selection Criteria

It is essential to respond to each criterion with one or two paragraphs explaining how you have demonstrated each particular skill or quality, and including examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

Essential

1. Highly developed oral and written communication skills.
2. Demonstrated passionate attitude towards serving the community during times of disaster.
3. Experience in facilitating training and presenting to audiences both internal and external to Council.
4. Ability to work flexible or extended hours, including weekends and after-hours, during times of Local Disaster Management Group (LDMG) activations, operations and community engagement events.
5. Knowledge of Queensland Disaster Management Arrangements.
6. Experience in capturing, organising, and disseminating corporate information while following relevant policies and procedures.
7. Current "C" Class drivers licence.

Desirable

1. Sound understanding of Council Departmental roles.