



POSITION DESCRIPTION

COMMUNITY RESILIENCE OFFICER

POSITION DETAILS

Position No.	000725	Directorate	Environment, Development & Community Services
Employment Status	Full time – fixed term (2 Years)	Location	Council Offices, 98 Beach Road, Kingston
Unit	Community Resilience	Classification	Professional Officer, Level 2

POSITION OBJECTIVE

Under the direction of the Coordinator Community Resilience, the Community Resilience Officer is to:

- Develop and deliver community resilience and recovery programs to prepare for and respond to emergencies and build community capacity, particularly in relation to bushfire and the pilot program that Kingborough is a partner of with RACT.
- Assist Council's emergency management and recovery functions during and following emergency events.

SPECIAL CONDITIONS

- This position will require the officer to occasionally work extended shifts outside of business hours and on weekends and to be on call for after-hours response in case of an emergency.

KEY FUNCTIONS AND RESPONSIBILITIES

- Develop and implement innovative community education and engagement programs with a focus on community resilience and recovery, particularly in relation to bushfire and the pilot program that Kingborough is a partner of with RACT.
- Participate in the RACT pilot program as the key resource from Kingborough Council in accordance with the partnership agreement.
- Work with internal and external stakeholders to create and implement a collaborative framework for managing community resilience and recovery programs.

- Support the delivery of bushfire mitigation, preparedness and resilience programs in collaboration with internal and external stakeholders.
- Support the development of scalable approaches that improve bushfire resilience in identified communities.
- Work directly with identified communities to increase their resilience to bushfire through the delivery of activities, examples and technical advice that builds capacity to prepare themselves and their properties to improve resilience to bushfire.
- Utilise current best practice and tools to provide advice to empower residents to better prepare themselves and their properties for the impact of bushfire.
- Support Council, volunteers and the community to identify and implement local resilience and recovery actions to better prepare for and recover from disasters.
- Facilitate the maintenance of strong relationships with community partners and other key stakeholders to ensure they are well informed and engaged in the ongoing support of Council's emergency management recovery arrangements.
- Where nominated, represent Council on local project committees and forums, external community and/or governmental working groups that manage or advise on emergency management and community resilience.
- Undertake the role of Deputy Recovery Coordinator for Council in accordance with Section 24H of the *Emergency Management Act 2006* (the Act) if required.
- Undertake the role of Deputy Municipal Emergency Management Coordinator for Council in accordance with Section 23 of the Act and the functions and powers in accordance with Section 24 of the Act if required.
- Represent Council on state and regional committees including the Southern Regional Social Recovery Committee.
- In liaison with the Coordinator Community Resilience, actively participate in the review processes and exercising of regional and state policies, legislation and guidelines across all relevant hazards.
- In liaison with the Coordinator, participate in the review process and ongoing implementation of Council's Strategic and Annual Plans and other relevant processes.
- Undertake the preparation of reports on issues of relevance to Council, as required, including attendance at Council meetings/workshops as necessary.
- Undertake other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

Work Health and Safety: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Authority and accountability: Employees at this level are working at an experienced level and are responsible for undertaking their own work without direct supervision, although regular reports to Coordinator Community Resilience is required.

Judgment and problem solving: Employees at this level operate at an experienced level in delivering specialist and complex work which requires a high level of skill and knowledge. The position requires the capacity to work independently and without direct supervision, although advice and support is available from the coordinator.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** - This role reports to the Coordinator Community Resilience and liaises regularly with other Council employees.
2. **External** - This role communicates with the local community including community groups, community event organisers, consultants, contractors, local businesses, emergency management organisations and State and Federal Government agencies.
3. **Direct Reports** - The role may be required to manage staff and volunteers in relation to the operations of the Council's evacuation centre.

QUALIFICATIONS AND EXPERIENCE

Essential

- Relevant tertiary qualifications and/or demonstrated experience in community engagement, natural area management, community development, disaster resilience, bushfire planning or emergency management.
- Demonstrated experience in exercising delegations in a professional and responsible manner.
- Demonstrated experience working in a partnership with community groups, organisations and members in a collaborative and community-led approach.
- Proven capacity in community relationship building skills, including advocacy, negotiation, conflict resolution and public presentations.
- The capacity to negotiate effectively across all levels of Council, government and emergency management, recovery and resilience organisations, and to facilitate meetings and discussions with stakeholders and groups as required.

- Strong written and verbal communication skills with the ability to produce and present detailed reports and correspondence and professionally represent Council.
- Demonstrated research and analysis skills to support program development and delivery.
- Competent computer skills in the use of Microsoft application packages.

Licences

- A current driver's licence.
- A National Police check and Working with Vulnerable People card will be required.
- First Aid Certificate.

Desirable

- Qualifications or experience in bushfire hazard assessment.