

POSITION DESCRIPTION

Position: Emergency Management Administration Specialist

Team: Risk & Content Services

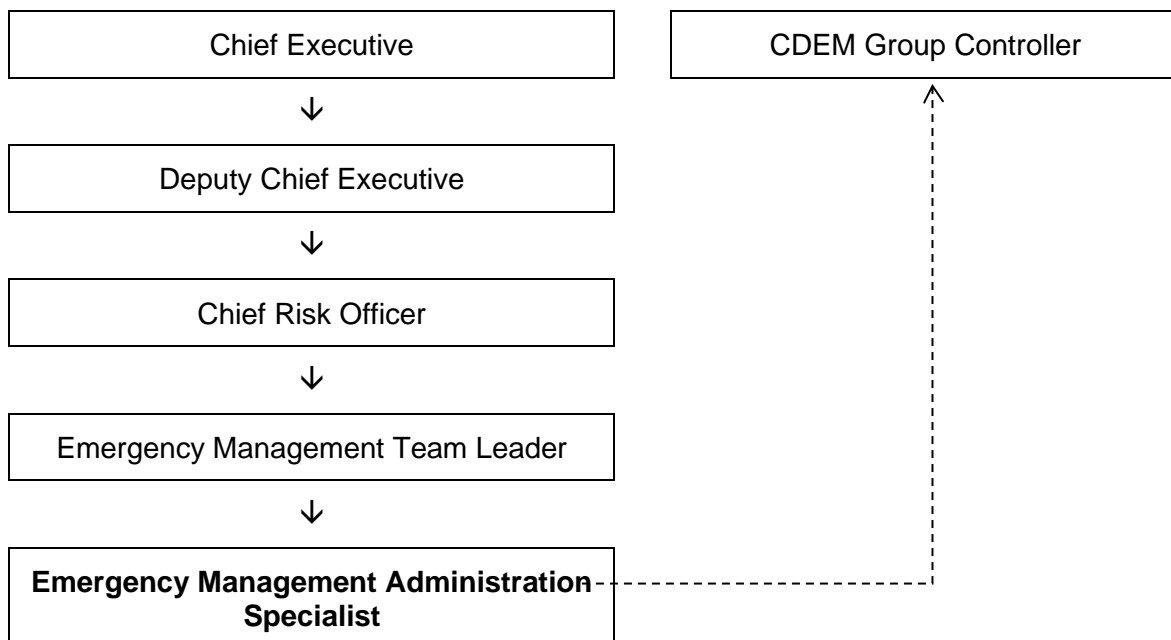
Group: Office of the Chief Executive

Responsible To: Emergency Management Team Leader

Overseen By: Civil Defence Emergency Management Group Controller

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 risk, Civil Defence Emergency Management (CDEM) and content management practices.

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 provide administration and logistical support and contribute towards the delivery of excellence in emergency management services by the entire organisation by leading delivery of best practice CDEM processes and effective management of risk to make Council services more reliable, effective, and successful by:

- Coordinating emergency management workforce development.
- Supporting maintenance of Council emergency response framework.
- Contributing to community resilience building throughout the Hastings District.

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: Council Emergency Management Workforce

- Maintain the Council emergency management on-call roster, including notifying the on-call team.
- Coordinate emergency management training for Council staff.

- Maintaining records of emergency management activities, training and responses
- Assist with drafting and distributing of information
- Support the planning and execution of exercises
- Support the work of other emergency management staff as required
- Support the team to ensure Council's emergency management programs are in line with relevant legislation and best practice

Council Response Framework

- Maintain the Council Incident and Emergency Management response framework to ensure it is appropriate, including updating systems and processes.
- Order supplies and equipment as directed.

Community Resilience Building

- Support delivery of the community resilience building programme for communities within the Hastings District.
- Support community workshops and development of community resilience plans and community hubs.
- Support regular reviews and audits of community resilience plans and hubs.
- Work collaboratively with Council's Community Connectors as and when required

Important Functional Relationships

External

Industry Peers
Agency Stakeholders

Internal

Across all Groups.

Committees/Groups

Community hubs

Person Specification

Qualifications

- NCEA level 2 in maths and English.

Knowledge/Experience

Essential

- Knowledge of emergency management principles and practices an advantage
- Experience in administration or related field
- Experience in a high quality customer service environment.
- Proficiency with computers, system administration and data entry.
- Experience in report writing would be an advantage.
- Experience working with local or central government an advantage

Key Personal Competencies

- 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 work independently and as part of a team 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.
- Excellent verbal and written communication skills

Personal Attributes

- Personal resilience to cope with the stresses and pressures of multiple work streams.
- Honesty and integrity.
- Advocacy and communication verbal and written skills.
- The ability and willingness to work collaboratively with others.