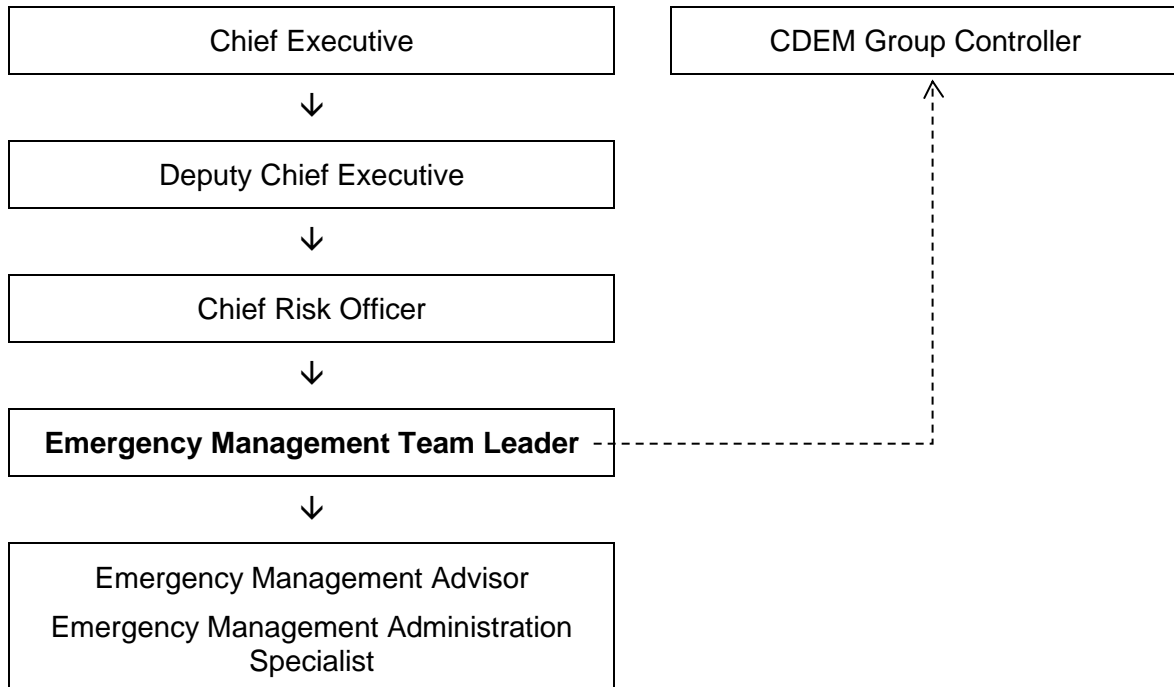


## POSITION DESCRIPTION

<b>Position:</b>	Emergency Management Team Leader
<b>Team:</b>	Risk & Content Services
<b>Group:</b>	Office of the Chief Executive
<b>Responsible To:</b>	Chief Risk Officer
<b>Overseen By:</b>	Civil Defence Emergency Management Group Controller
<b>Responsible For:</b>	Emergency Management Advisor Emergency Management Coordinator

### 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 Māori. 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 lead, support and mentor the emergency management team in the coordination and delivery of excellence in community resilience building and emergency management services delivered by the entire organisation by leading implementation of best practice CDEM processes and effective management of risk to make Council emergency management more reliable, effective, and successful by:**

- Leading community resilience building throughout the Hastings District.
- Leading development of Council emergency response framework, including workforce development and response facilities.
- Supporting implementation of risk management to support effective management of natural hazards.

## **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:**

### **Leadership**

- Developing the Emergency Management team through coaching and mentoring to deliver excellent emergency management services.
- Managing team workloads and allocating tasks to maximise the effectiveness of the team, including undertaking objective setting and performance reviews.
- Provide advisory role for emergency management projects and decisions involving emergency management activities.
- Maintaining relationships with external agencies, including essential services providers, involved in emergency management to facilitate effective response coordination.
- Co-ordinating activities with other Council teams to deliver seamless service.
- Taking responsibility for resolving service delivery problems and delivering continuous improvement in business processes.
- Provide monitoring and evaluation reports on the capability of the team/group.
- Contribute to annual budget development and management of project expenditure.

### **Community Resilience Building**

- Plan and manage delivery of the community resilience building programme for communities within the Hastings District.
- Undertake community workshops and development of community resilience plans and community hubs.
- Plan and undertake regular reviews and audits of community resilience plans and hubs.
- Support the awareness, adoption, implementation, ongoing maintenance, and evolution of the community resilience program across the Council and District.

### **Council Response Framework**

- Managing the Council Incident and Emergency Management response framework to ensure it is appropriate, including ensuring all facilities, systems and processes are current.
- Managing the emergency management readiness of Council staff, including initial and recurrent training of staff to undertake emergency management roles.

### **Hazard Planning & Business Continuity Management**

- Contribute to hazard planning, including development of response plans.
- Contribute to Council impact assessment and business continuity planning process.

### **Important Functional Relationships**

External  
Industry Peers

Internal  
Across all Groups.

Committees/Groups  
Community Hubs

Emergency Management Office  
Emergency Response Agencies  
Essential Service providers

## **Person Specification**

### **Qualifications**

- Risk management or Emergency Management related qualification or equivalent industry experience.

### **Knowledge/Experience**

- Experience managing staff
- Experience within working in Emergency Management sector.
- Experience at leading successful risk management or hazard identification workshops.
- Experience managing projects.

### **Key Personal Competencies**

- High level of commitment to building and managing excellent stakeholder relationships.
- Negotiation and conflict management skills.
- Ability to build high performing teams.
- Ability to network with others both internally and externally and relate well at all levels.
- Commitment to improving processes and ability to think laterally, strategically, and innovatively.
- An ability to get the job done and to deliver real outcomes.
- Strong analytical ability.
- An ability to prioritise, be organised, work on multiple projects and maintain an even temperament and client centric attitude.

### **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.
- Presentation and report writing skills to update Council on relevant issues.