

POSITION DESCRIPTION

Position: Risk & Resilience Coordinator

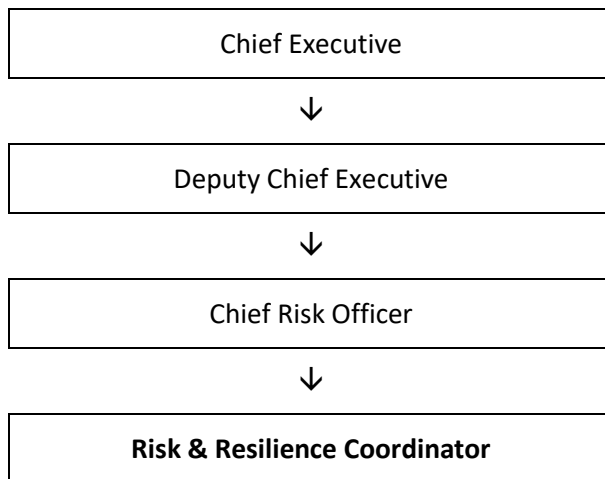
Team: Risk and Content Services

Group: Office of the Chief Executive

Responsible To: Chief Risk Officer

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 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 contribute to delivery of excellence in service by the entire organisation by leading best practice risk management, business continuity planning and Civil Defence Emergency Management practices to make Council services more reliable, effective and successful by:

- Ensuring effective Civil Defence and Emergency Management readiness and resilience planning throughout the Hastings District.
- Supporting development of Council's Business Continuity Management plans.
- Supporting implementation of risk management and quality management practices.

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 lead responsibility are:

Civil Defence Emergency Management

- Coordinate with Hawke’s Bay Civil Defence Emergency Management Group and other Local Authorities in the region to ensure consistent practices across the region.
- Help drive the socialization, adoption, implementation, ongoing maintenance, and evolution of the resilience program across the Council and District.
- Support development of community resilience plans to support community plans.
- Maintaining the readiness of emergency management sites throughout the region.
- Support maintenance of Incident and Emergency Management processes.
- Coordinate requirements with HB Civil Defence Emergency Management Group and other Local Authorities in the region.

Business Continuity Management

- Contribute to projects involving cross-functional teams to develop new business continuity capability, remediate gaps, and continuously improve resiliency to align with changing business need.
- Support the maintenance of the Council business continuity business impact analysis and continuity plans.

Risk Management

- Support implementation the corporate risk management policy and framework, including suitable quality management practices
- Proactive support for ongoing development of corporate risk management culture.
- Providing support, education and training to staff to build risk awareness within the organisation
- Support risk assessments, which involves identifying, analysing, and estimating effect of risks affecting the business or community.

Important Functional Relationships

External

Industry Peers
Community
Agency Stakeholders

Internal

Across all Groups.

Committees/Groups

Council
Risk and Assurance Committee

Person Specification

Qualifications

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

Knowledge/Experience

Essential

- Experience at leading successful risk management or hazard identification workshops.
- Experience managing projects.
- High level of commitment to building and managing excellent client/customer service relationships.
- Experience in leading multidisciplinary teams.
- Ability to interpret and apply legislation relevant to the position.

Desirable

- Experience working in local government context.

Key Personal Competencies

- Managing and participating in cross functional teams.
- Negotiation and conflict management skills.
- Ability to network with other colleagues both internally and externally and relate well at all levels.
- Commitment to improving processes and ability to think laterally, strategically and innovatively.
- A strong ability to identify and strategically implement continuous improvements in service delivery.
- 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.
- Facilitation and interpersonal skills to establish and maintain effective working relationships and service level agreements with Council clients and external suppliers and contractors.
- 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.