

Role Charter

POSITION:	EMERGENCY RESILIENCE & RECOVERY OFFICER
Reports to:	Coordinator Emergency Management
Accountable to	Director City Services
Group:	City Services
Date revised:	October 2024

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

Our Guiding Principles are:



MAKE THINGS EASY

Do the hard work to make things intuitive for everyone.



BE WELCOMING

Care for everyone as people, not tasks or numbers.



BE OPEN MINDED

Listen to each other and work together to find solutions.



KEEP YOUR PROMISES

Follow through on your commitments to everyone.



LOOK OUT FOR ME

Thoughtfully anticipate what will make our days go smoother.

Primary Purpose

To support the day-to-day operations of the section as a member of the department delivering Maitland City Council's Operational Plan.

To support Council's Coordinator Emergency Management undertake the obligations under the State Emergency & Rescue Management (SERM) Act in the prevention, planning, response and recover functions.

To identify, develop and implement strategies and projects to build community resilience and social connectedness for community affected disaster response and recovery.

Core Accountabilities

1. Identify stakeholders and vulnerable communities, develop and implement plans, strategies and projects to build community resilience for community affected disaster response and recovery by addressing immediate and long-term needs.
2. Develop, implement and evaluate emergency management focused educational, awareness and support programs to the community and key stakeholders to support community response and recovery.
3. Engage with local businesses, community groups and other organisations regarding emergency management initiatives to build capacity and skills for individuals, businesses and service provided within the LGA.
4. Actively seek external funding and support for emergency management programs to build community resilience.
5. Provide support to impacted communities and support partners in the recovery stage of an emergency.
6. Provide administrative support to the Local Recovery Committee during disaster recovery.
7. Provide administrative support to the Coordinator Emergency Management on all facets of prevention, preparedness, response and recovery including the LEMC and Emergency Operations Centre as required.

To undertake any other duties, projects or tasks as directed by the Coordinator which are within the employee's skills, competence and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

Essential Criteria

1. Relevant tertiary qualifications or demonstrated knowledge and experience in a similar role of community development activities and experience contributing to the development, implementation and evaluation of programs that meet community development outcomes
2. Demonstrated knowledge of emergency management including disaster recovery principles, practices and standards.
3. Demonstrated experience in capacity building and community development activities and plans.
4. Demonstrated experience in developing, coordinating and implementing community education programs.
5. Demonstrated experience in project management including managing of grants.
6. Current Class C Driver's Licence.
7. Proven ability to work productively as a member of a team and contribute to team goals.

Desirable Criteria

1. Knowledge of and experience in the process and systems of Local Government, particularly within NSW.
2. Completion of appropriate Emergency Management training through the NSW Government.

Date:

Agreed:

Employee Name

Employee signature