

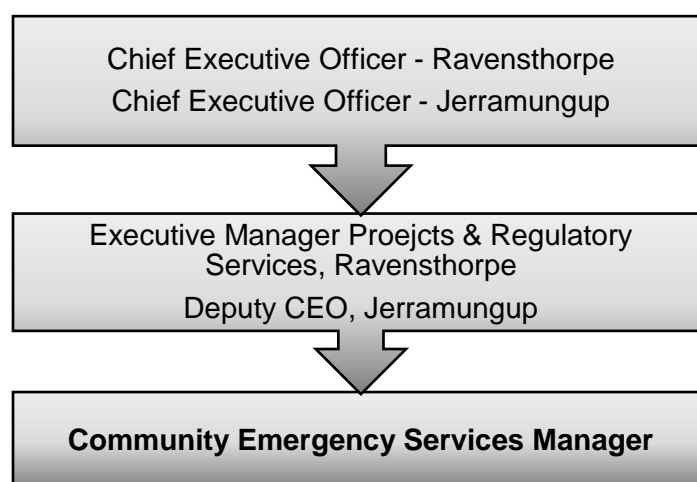
# SHIRE OF RAVENSTHORPE



## Position Description

<b>Position Title:</b>	<b>Community Emergency Services Manager</b>	<b>No: 6</b>	
<b>Directorate:</b>	Projects and Regulatory Services		
<b>Reporting to:</b>	Executive Manager Projects and Regulatory Services, Ravensthorpe Deputy CEO, Jerramungup		
<b>Award:</b>	This is a contract position		
<b>Award Level</b>	<b>Status</b>	<b>Hours per week</b>	<b>FTE</b>
Contract	Fixed Term	38	1.0
<b>Workplace Address:</b>	(a) Shire Administration Office 65 Morgans Street Ravensthorpe (b) Shire Administration Office 8 Vasey Street, Jerramungup (c) Work location may change in accordance with the needs of the organisation, roles and responsibility changes of this position or emergency situations as directed.		
<b>Probationary Period:</b>	Six (6) months' probation period (or as negotiated but not more than six (6) months, refer to contract).		
<b>Performance Review:</b>	Conducted annually or as determined by Shire policy/procedure.		

### 1. Reporting Organisational Structure



## 2. Organisational Values

### **Integrity**

We are open, ethical and honest in our dealings and treat all people with dignity and respect.

### **Commitment**

We are committed to advancing the organisation, maintaining professional standards and our own professional development.

### **Effective Teamwork**

We complete our own tasks in a professional manner, willingly assist others, ensure team goals are achieved, support team decisions and make positive contributions to the workplace culture.

### **Accountability**

We are accountable and responsible for our own actions and decisions.

## 3. Position Purpose and Objectives

Efficiently and professionally plan, develop, manage, implement and review community emergency services within the Shire of Ravensthorpe and the Shire of Jerramungup. To encompass the areas of Prevention, Preparedness, Response and Recovery and Special Projects as required.

## 4. Principle Responsibilities and Duties

- Undertake appropriate pre-start processes in accordance with Occupational Health and Safety Regulations for any equipment allocated to this role.

### **Administrative Duties**

- Oversee and effectively manage and support the Shires Volunteer Bush Fire Brigade (Brigades) to ensure capability and readiness in areas such as membership, training, fleet management, funding arrangements, operations and response planning.
- Support fleet management and funding arrangements for the local State Emergency Service (SES) units.
- Meet the outcomes of the agreed Business Plan and positively engage and actively work with the Department of Fire and Emergency Services (DFES).
- Support the development, formal implementation and periodic review of policies and procedures that actively contribute towards the Shire's broad strategic direction for Brigades.
- Structure operational and support meetings with the Brigades to promote effective coordinated service emergency delivery and ensure inter-brigade cohesiveness and consistency.
- Strategies and programs to improve preparedness, prevention, response and recovery to support the community and Brigades.

- Assist with approved program's and plans, such as Bushfire Risk Management System/ Bushfire Risk Management Plan or maintain other programs to reduce hazards that may impact the community.
- Contribute to the Shires annual budget process and oversee and coordinate Local Government Grant Scheme (LGGs) applications and acquittals.
- Lead and manage LGGs operating grants and capital grant expenditure for all Brigades and the SES.
- Prepare reports for and oversee the effective functioning of the Bush Fire Advisory Committee and prepare report for, and participate at Local Emergency Management Committee meetings, including preparation of agendas and minutes.
- Represent the Shire at relevant Government and Industry forums, workshops or meetings.
- Being available for on call activities, as directed.
- Assistance provided to DFES Region in provision of Regional Training Courses.
- Attend DFES Region staff meetings.
- Attend DFES and other Emergency Management Forums for personal and LG development opportunities.
- Undertake other duties, as directed.

### **Prevention**

- Provide and implement a diverse range of preventative strategies to increase community awareness of hazards and to build community resilience.
- Support annual program to undertake bush fire prevention work on Shire managed and controlled land.
- Provide advice on Bushfire Risk Management Plans for subdivision proposals, in consultation with relevant stakeholders and undertake site inspections, as required.

### **Preparedness**

- Actively engage with Brigades and the SES to support community education programs, such as Bushfire Ready Groups or pre-season awareness campaigns.
- Facilitate engagement with the community to actively promote bushfire planning.
- Actively engage with Brigades to ensure appropriate and adequate equipment, skilled personnel, plans and programs are provided in preparation for emergencies.
- Support Brigade meetings to ensure effective management, administration and compliance.
- Implement processes to inspect and maintain the Shires emergency water points.
- Monitor and administer LGGs operating grants and capital grants expenditure for Brigades and the SES.
- Actively lead and participate in the development, review and exercise of the Local Emergency Management Arrangements.
- Develop and maintain strategic emergency management plans such as Bushfire Management Arrangements and Bushfire Risk Managements Plans.

### **Response**

- Support the community in its own response to emergencies and provide support when required.

- Assist Brigades and participate within Incident Management Teams during bushfire incidents or other emergencies within the Shire to ensure effective management and appropriate reporting, as directed.
- Provide regional assistance to DFES for response activities, as directed.
- Assist with and promote a comprehensive response to emergencies, to contain and minimise.

### **Recovery**

- Assist the community, employees and volunteers affected by major emergencies to recover effectively and efficiently.
- Actively participate in Local Recovery Coordination Group and Incident Support Group meetings to aid and support effective and timely community recovery.
- Undertake After Action Reviews for bushfire incidents, as directed.

### **Special Projects**

- Assist the Local Governments and DFES with special projects that may impact on the community.
- Coordinate and manage projects for LGs/DFES in alignment with *Emergency Management Act 2005* (Emergency Management Plan preparation and facilitation.)

### **General**

- Manage and/or attend meetings of relevant organisations as required, including the Shires LEMC, BFAC, Brigade AGMs and any operational working groups..
- In partnership with the Local Government and DFES, develop and maintain professional relationships with stakeholders to ensure the delivery of service as specified in the Memorandum of Understanding between DFES and the Shire.

### **Other**

- Any other duties consistent with the level of this position and the principles of multi-skilling within the statutory services.

## **5. General Accountabilities**

### **Work Health and Safety**

- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work.
- Follow all Work Health and Safety Policies, Procedures and Practices.
- Be a team player and maintain a realistic level of industrial harmony.
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education on the basis of race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Observe national privacy principles and privacy legislation.
- Ensure all work is carried out in accordance with the Shires safety and risk management framework.

### **Customer Service**

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Always be supportive of management policies and procedures with regards to the Shires vision, goals, interpersonal relationships and the Shires Codes of Conduct.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, and other shire services.
- Exercise a high level of interpersonal skills in dealing with the public and others.
- Provide a positive personal contribution in the exchange of information between team members, across business departments and with customers.
- Maintenance of confidentiality in performing the duties of the position and in liaising with internal officers, external organisations and customers.

### **Human Resources**

- When required and/or directed, relieve positions within the Directorate during periods of absence.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Ensure annual performance reviews are undertaken on time and within the scope of the Shires performance review policy's / procedures.

### **Compliance Adherence**

- With all relevant legislation, policies, procedures, the Shires Codes of Conduct and Guidelines.
- That all documentation is appropriately recorded and stored.
- With software licence requirements.
- To the *State Records Act 2000* and the Shire's record management systems.

## **6. Organisational Relationship**

### **Reporting to:**

- Executive Manager Projects and Regulatory Services

### **Internal Stakeholders**

- Chief Executive Officer – Ravensthorpe;
- Chief Executive Officer - Jerramungup;
- Executive Management;
- Senior Officers;
- Works Supervisor and employees; and
- Other relevant internal stakeholders.

### **External Stakeholders**

- Council Elected Members; and
- Relevant external stakeholders, government authorities and departments.

## 7. Judgement and Delegation

### Judgement

- This position reports directly to the Executive Manager Projects and Regulatory Services for the Shire of Ravensthorpe; and Deputy Chief Executive Officer for the Shire of Jerramungup.
- This position has full autonomy within roles and responsibility, however it is expected that all information related to the operations of the local governments are shared and approved by the respective line manager.
- Makes decisions relevant to areas of responsibility which are governed by clear guidelines.
- Demonstrates a level of judgement to ensure all work practices, standards, procedures and guidelines are adhered to.
- Demonstrates a high degree of judgement, initiative, confidentiality and sensitivity.

### Delegation

- Administer Shire Policy as per Delegation.
- Adhere to Shire Local Laws as per Delegation.
- Purchase goods and services as directed as per Council Policy Delegation.
- The Shires will issue the CESM with a corporate credit card to manage catering and welfare whilst enroute to DFES approved task force deployments.
- Any other Delegations as per the Delegation Register.

## 8. Selection criteria

### Qualifications

- Current National Police Clearance.
- Current Working with Children Check.
- Current Senior First Aid Certificate.

### Knowledge and Experience

Essential Criteria:

- Experience in emergency management and firefighting procedures; ~~and~~
- Proven experience and knowledge of the fire and emergency services industry in the context of Local Government.
- Well developed leadership and management skills including financial, human, and physical resources.
- Current C class drivers' licence.

Desirable Criteria:

- Possession of recognised qualification in Training and Assessment
- Current MR licence
- Knowledge of relevant Local Government practices and procedures;
- The core procedures in relation to community preparedness activities; and

- Knowledge of the relevant legislation, statutory requirements, acts and local laws pertaining to emergency and bush fire management.

### **Skills**

- Ability to assist in the management of fire and emergency operations.
- Ability to interpret, enforce and administer relevant acts, statutes, regulations and local laws.
- Well-developed analytical, numeracy and administration skills.
- Sound written, verbal, report and letter writing skills.
- Well-developed liaison, conflict resolution, negotiation and problem-solving skills.
- High level of computer proficiency including the use of Microsoft and internet applications.
- Effective time management skills, ability to work under pressure and be well organised.
- Excellent customer service skills.
- Well-developed decision making and problem-solving skills
- Good sense of initiative, with the ability to work autonomously or in a team environment, and accept accountability and responsibility of own actions.

### **Essential**

- Undertake and pass a full medical including drug and alcohol testing.

## 9. Authorisation and Signature

This Position Description is indicative of the position at this point in time. This Position Description will be reviewed annually as part of the performance review cycle in accordance to the organisation's performance management procedure, or if the position is updated in accordance to organisational changes as required at the time of change.

<b>Approved by:</b>	Chief Executive Officers
<b>Recommended by:</b>	Executive Manage Projects and Regulatory Services
<b>Prepared by:</b>	Human Resources
<b>Reviewed Date:</b>	August 2024

Chief Executive Officer: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

Accepted by Employee: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

Name of Employee: \_\_\_\_\_

(Print name)