

SHIRES OF CRANBROOK, KOJONUP AND GNOWANGERUP



APPLICATION PACKAGE

FOR THE POSITION OF

Community Emergency Services Manager

Applications for this position must be received by
4:00pm on 24 April 2023

COMMUNITY EMERGENCY SERVICES MANAGER

Full-time (2 years fixed term contract with the possibility of an extension)

Salary Package includes a cash component of \$85,000, plus superannuation, availability allowance, commuting use of a vehicle, mobile phone and uniform allowance.
Accommodation (2 bedroom unit) based in Cranbrook is available at a discounted rent.

An opportunity exists for an enthusiastic and experienced person to join the Shires of Cranbrook, Kojonup and Gnowangerup. You will work with the Shires' respective local communities, emergency services groups (State Emergency Services), volunteers (Bushfire Brigades) and the Department of Fire and Emergency Services (DEFS) to lead and deliver emergency services. This is a support and liaison role and is a local government employed position that is jointly funded by DFES and the respective Shires.

The role of a Community Emergency Services Manager (CESM) is to assist with the development of resilient communities through the delivery of agreed outcomes. This is achieved by the CESM engaging with the community and volunteers and acting as a conduit between Local Government and DFES to achieve outcomes aligned with the principles of Prevention, Preparedness, Response & Recovery (PPRR) as identified in an agreed business plan.

An Applicant Information Package is available from the Shire of Cranbrook website. Applicants must address the selection criteria of the position description to be considered for interview.

ESSENTIAL

1. Project management skills and high level of administration skills.
2. Effective planning and time management with the ability to prioritise workloads.
3. Strong community engagement and communication skills.
4. Availability to work afterhours including overtime and on-call as required (including weekends).
5. Demonstrated experience in and knowledge of the fire and emergency services industry.
6. Current First-Aid Certificate.
7. Proficient in Microsoft Office, document management and record keeping systems.
8. C Class Driver's Licence.

DESIRABLE

1. Experience in the management of volunteers.
2. Emergency Services and/or Local Government experience.
3. Accredited Level 1 Incident Controller – Bushfire Hazard.
4. Certificate IV in Training and Assessment.
5. MR Class Driver's Licence.

Please submit your CV, a cover letter and a written response addressing the selection criteria, either by email to admin@cranbrook.wa.gov.au or by mail to PO Box 21, Cranbrook WA 6321. Applications are to be received no later than 4.00pm on Monday 24 April 2023.

Any requests for further information regarding the position can be made to Linda Gray, Chief Executive Officer, Shire of Cranbrook on 0456 600 133.

Linda Gray
CHIEF EXECUTIVE OFFICER
SHIRE OF CRANBROOK

<p style="text-align: center;">GENERAL INFORMATION Community Emergency Services Manager</p>

Preparing Your Application

Applications for a position should consist of the below:

1. Covering letter.
2. Your Resume or CV detailing your employment history, educational qualifications and contact details, and for the contact details of two referees, one must be current.
3. A written response addressing the eight essential selection criteria in no more than three (3) pages. The “desirable” criteria is not mandatory but providing further information relating to these may be beneficial to the success of your application.

Contract

This is a contract position and is a joint funding agreement between the Department of Emergency Services and the Shires of Cranbrook, Kojonup and Gnowangerup. The funding and contract are for a period of two (2) years with the possibility of an extension beyond that date. The successful application will be required to sign an employment contract. At this stage it is proposed that the position will work on a roster of Shire of Kojonup – 1 day, Shire of Gnowangerup – 1 day, and Shire of Cranbrook – 3 days as the accommodation is based in Cranbrook and to reduce travel. The workload will be evenly spread three ways as it is expected that there will be efficiencies in dealing with responsibilities for all three local governments. The roster can, however, be negotiated.

Probationary period

A standard probationary period of three (3) months applies to all new appointments, primarily to give time to assess the incumbent’s knowledge of, and suitability to the role. The probation period may also be extended if necessary.

Salary and Allowances

\$85,000.00 cash component per annum. On Call Allowance will be provided. Superannuation Guarantee of 10.5% from the date of commencement. Council provides an additional matching contribution of up to 5% on a dollar for dollar basis. Other allowances apply.

Vehicle and telephone

A vehicle provided for business use and has restricted private use (including fuel). A mobile phone will be provided for business use.

Hours

Full-time 76.00 hours per fortnight. The role will work between Cranbrook, Kojonup and Gnowangerup. You will be required to work some weekends and nights as required. Any variation to standard arrangements shall be at the Shires’ discretion including time in lieu. The nature of this position is such that the officer shall be contactable and available at short notice.

Administration/Manager

The administration of employment of the Community Emergency Services Manager (CESM) will be determined by where the position is based which is currently the Shire of Cranbrook. The employment conditions and policies from the host council will apply. The CESM will report to the Chief Executive Officer at the Shire of Cranbrook, and senior staff at both Kojonup and Gnowangerup, and will also receive and respond to advice and requests from the DFES District Manager.

Disqualification Any false and/or misleading claims by an applicant will lead to the immediate disqualification for selection for interview, or in the case of successful applicant, will lead to instant dismissal. Canvassing of Councillors will disqualify the applicant.

Leave

- Annual Leave - Four weeks after 12 months service. Due to the nature of this position please be aware that taking leave during seasonal high risk (November – February) will be restricted.
- Personal Leave - Sick, carers and bereavement is as per national standard;
- Long Service Leave - Thirteen (13) weeks long service leave is applicable after ten years' continuous service in Local Government, transferable between local authorities in Western Australia.

Uniform

An annual uniform allowance applies for this position.

Housing

Location, rent and subsidised housing will be negotiated as part of the salary package.

Employment Medical

The successful applicant will be required to undergo a full medical examination prior to an offer of employment.

Police clearance

Provision of a national police clearance not more than three months old will be required by the person chosen as the preferred candidate.

Supporting documents

Originals of supporting documents must be made available upon request eg. National Police Clearance, Drivers Licence/s and Qualifications where applicable.

Relocation Expenses

Relocation expenses to a maximum \$5,000. Repayable in full if resignation occurs within one year and 50% if within two years of appointment.

Please refer to the Position Description attachment for the Essential and Desirable Selection Criteria to be addressed.