

Position Description

Community Emergency Services Manager

Vision	Values	Mission Statement	
As per the Strategic Community Plans for the Shires of Gnowangerup, Kojonup and Cranbrook			
Position:	Community Emergency Services Manager (CESM)	Direct Reports:	Nil
Department:			
Reports to:			
Status:	Full-time Two Year Fixed Term Contract with the possibility of extension		
Performance Summary			
<p>The Community Emergency Services Manager (CESM) is expected to:</p> <ul style="list-style-type: none"> • Champion the Local Governments' (LGs) vision and values. • Work in collaboration with the LGs to improve the quality of emergency services and improve the approach to emergency management within the Shire of Cranbrook, Shire of Gnowangerup and the Shire of Kojonup. • Provide administration assistance to the local government and voluntary bushfire brigades (BFBs) including PPE management, report and incident reporting, collecting and tabulating data. • Development of resilient communities through the delivery of outcomes aligned with the principles of Prevention, Preparedness Response & Recovery (PPRR) as identified in the agreed Business Plan. • Promote and support volunteer organisational arrangements that support the spirit of volunteering to attract and retain members in the LGs. • Be solution focused, have a 'can do attitude' and operate strategically. • Enhance collaborative relationships within the emergency services community. • Look for opportunities to collaborate and problem solve. • Champion the LGs vision, values and mission statement. • Administer community and corporate risks effectively. <p>Emergency Services Functional Responsibilities</p> <ul style="list-style-type: none"> • Develop and maintain emergency service plans, policies and procedures in line with Emergency Management responsibilities, relevant Acts and Local Laws, whilst adhering to all legislative requirements. • Project manage and coordinate the delivery of annual mitigation works and strategic fire management works. 			

- Identify, support and ensure quality training and welfare services for emergency service volunteer groups.
- Ensure the LGs' emergency service assets are effectively monitored and managed by creating systems to support reliable and efficient response protocols.
- The Community Emergency Services Manager will take direction from LGs CEOs following consultation with Bushfire Control Officers (FCOs) in relation to resourcing/activities required on the fire ground as per standard operating procedures.
- Support the administrative development and/or improvement of Standard Operating Procedures in conjunction with the Bush Fire Brigades.
- Attend meetings, support and work cooperatively with emergency service volunteers (where appropriate) in order to grow membership and meet operational demands.
- Provide high level advice and detailed focused presentations to a range of audiences including Council, volunteers, community members and other stakeholders.
- Source funding opportunities, either directly, or through supporting others, to achieve strategic outcomes for emergency services.
- Strengthen relationships within the community through a range of initiatives, with a focus on building community resilience and capacity.
- Actively participate in relevant committees, working groups, industry forums or meetings.
- Coordination and administration of the Local Emergency Management Committee (LEMC) and Bushfire Advisory Committee (BFAC) meetings.
- Liaising with the LGs and BFBs develop the Emergency Services Strategic Plan for the LGs.
- At the direction of the respective LGs' CEOs create and support budgets and prepare monthly reports on emergency services activity and prioritise workloads effectively.
- Review, contribute and advocate on planning and prevention measures across the LGs business units and operations.
- Accept new responsibilities, help team members and volunteers, learn new skills and focus on organisational improvement.
- Under guidance from the relevant local government (LG) coordinate the volunteer Bush Fire Brigades' training with the scheduling and implementation of training to support brigade members.
- Maintain and administer all training records and supports the Brigades to build capacity for data entry for all reporting (including incident reports).
- Under guidance from the relevant local governments' CEOs provide support to implement each local government's Recovery Plan.
- Ability to undertake the tasks within the Business Plan
- Undertake any other duties and or special projects as required by the CEOs.

Position Requirements/Selection Criteria

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.

General Accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the LGs has a personal accountability for their observable attitudes, behaviour and conduct.

Obligations regarding these are contained in other documents and policies such as:

- The LGs’ Codes of Conduct
- LGs’ Values and Culture
- Management directives and approved policies and procedures
- There is an obligation to take reasonable care to ensure personal safety and health at work and that of other people in the workplace
- Other lawful and reasonable directions from the employer and particularly those relating to general accountabilities of local government employees such as employee integrity, confidentiality, reputation, efficiency, fraud and corruption prevention

Certification

As the occupant of this position, I have noted and agreed to the values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME _____

SIGNATURE _____

DATE

MANAGER _____

SIGNATURE _____

DATE _____

PERFORMANCE PROFILE REVIEWED

DATE _____ March 2023