**Statement of Duty for the role of:**

**MUNICIPAL EMERGENCY MANAGEMENT COORDINATORS AND
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**Introduction**

These positions are nominated by Municipal Councils and appointed by the relevant Minister under the *Emergency Management Act 2006 (s23).* Functions and powers of the positions are detailed in Section 24 of the same legislation.

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| **Position:** | Municipal Emergency Management Coordinator |
| **Position Number:** | <Insert Municipal Council number> |
| **Immediate Supervisor:** | General Manager |
| **Associated Municipal Council Division/section:** | <Municipal Council to advise> |
| **Location:** | <Insert where the function will based (e.g. office number and street address of town)> |
| **Employment Conditions:** | <Insert status, % of time on this function, substantive role, Award and classification etc.>May be required to participate at meetings outside business hours and attend emergency management training activities and/or forums intra- or inter-state.Progress and performance reviews will be conducted in accordance with a Municipal Council’s staff performance management system. |
| **Support Services:** | <Insert Municipal Council identified positions that will provide support (e.g. Administration Officers, Managers-HR, Works, Finance). Add other agency/organisation positions as agreed.> |

**The Person**

The Municipal Emergency Management Coordinator is a person with high levels of initiative, drive and integrity, a strong sense of team work, community spirit, and is a life-long learner.

He/she will enthusiastically lead by example to support a Municipal Council’s code of conduct and consistently support such values as equal opportunity employment, anti-discrimination and occupational health and safety legislation and regulations.

**Primary Function**

To coordinate, advise on and assist a Municipal Council and the Regional Emergency Management Controller with emergency management matters relevant to the municipal area or combined municipal area.

The Municipal Emergency Management Coordinator must have the authority and ability to make decisions relating to the coordination of emergency management in the municipal area during an emergency without first seeking the approval of the council (Emergency Management Act 2006 s23(8) and s24(1)(i)).

**Primary Tasks**

1. Coordinate Municipal Council’s response to emergency events in the municipal or combined area, in accordance with relevant plans including:
2. arranging access to Municipal Council resources
3. advising a Municipal Council, the Regional Emergency Management Controller and/or State Emergency Service Regional Planning Officer regarding:

i) Municipal Council’s capacity for response and recovery

ii) the need or otherwise to sanction/withdraw emergency powers.

1. Act as the Executive Officer for the Municipal Emergency Management Committee.
2. Facilitate emergency risk management programs including the development, implementation and monitoring of appropriate risk treatment programs.
3. Advise the Municipal Committee on recommended approaches for comprehensive emergency management (PPRR), including membership of the committee, meeting Municipal Council training needs and facilitating the delivery of community awareness programs.
4. Develop, review and arrange the validation of relevant emergency management plans and/or arrangements for the municipal area/s in accordance with legislative requirements and the arrangements outlined in the relevant regional plan.
5. Liaise between Municipal Council, State Emergency Service regional staff and the State Emergency Service Unit Manager of the relevant State Emergency Service Unit/s about developing and maintaining resource agreements, and the delivery of a Municipal Council's responsibilities.
6. Represent Municipal Council/the Municipal Committee at the Regional Committee, and as required at State forums, working cooperatively with the regional emergency management authorities; for example, Regional Community Recovery Coordinator, State Emergency Service Regional Planning Officer, Regional Emergency Management Controller.
7. Support other council emergency management officers, including the Deputy Coordinator and Municipal Community Recovery Coordinator/s.

**Selection Criteria**

1. Sound knowledge of current emergency management principles, arrangements and protocols in the Municipal Council context, including occupational health and safety, risk management, protective security and business continuity management and/or the demonstrated capacity to acquire knowledge quickly and apply it appropriately.
2. High level skill in coordinating response and recovery operations.
3. High level communication skills, including the ability to liaise and negotiate effectively with internal/external stakeholders and develop quality written reports.
4. High level organisational skills.
5. Proven research, analytical and evaluation skills, and the demonstrated ability to facilitate and lead change using accepted project management methods.

This resource has been prepared by the State Emergency Service.