**Statement of Duty for the role of**

**MUNICIPAL RECOVERY COORDINATOR**

**Introduction**

This position (including deputies) is nominated by a Municipal Council and confirmed by the Director State Emergency Service, as outlined in the Tasmanian Emergency Management Arrangements.

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| **Position:** | Municipal Recovery 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 recovery 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 Recovery 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 demonstrate support for such values as equal opportunity employment, anti-discrimination and occupational health and safety legislation and regulations.

**Primary Function**

To coordinate, advise and assist the Municipal Council and the Recovery Coordinator and/or the Regional Emergency Management Controller on recovery matters relevant to the municipal area or combined municipal area.

**Primary Tasks**

1. Manage the Municipal Recovery Committee (Chair/Executive Officer).
2. Advise a Municipal Committee (emergency management and recovery) on recommended approaches for recovery (psycho-social, infrastructure, economy and environment) including meeting Municipal Council training needs and facilitating the delivery of community awareness programs.
3. Develop, review and arrange the validation of relevant recovery plans/arrangements for the municipal area/s in accordance with the arrangements outlined in the relevant regional plan.
4. Coordinate Municipal Council’s recovery efforts for emergencies relevant to the municipal or combined area, in accordance with relevant plans including:

* arranging access to Municipal Council resources
* providing advice to the Municipal Emergency Management Coordinator or regional roles (e.g. Regional Social Recovery Coordinator, State Emergency Service Regional Planning Officer/ Regional Emergency Management Controller) regarding:

1. Municipal Council’s capacity for recovery
2. the need or otherwise to sanction/withdraw emergency powers.
3. Liaise between Municipal Council, the State Emergency Service regional staff and the Regional Social Recovery Coordinator about developing and maintaining resource agreements and the delivery of Municipal Council responsibilities.
4. Represent Municipal Council/the Municipal Recovery Committee at the Regional Social Recovery Committee, and at State forums, working cooperatively with the regional emergency management authorities (e.g. Regional Social Recovery Coordinator, State Emergency Service Regional Planning Officer/Regional Emergency Management Controller).
5. Support other Municipal Council emergency management officers, including the Municipal Emergency Management Coordinator and Deputy and Municipal Chairperson.

**Selection Criteria**

1. Sound knowledge of current recovery 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. Proven research, analytical and evaluation skills, and the demonstrated ability to facilitate and lead change using accepted project management methods.
3. High level organisational skills.
4. High level communication skills, including the ability to liaise and negotiate effectively with internal/external stakeholders and to develop quality written reports.
5. High level skill in coordinating recovery operations.

This resource has been prepared by the State Emergency Service