

HAWKE'S BAY REGIONAL COUNCIL

Job Description

Position Title:	Emergency Management Advisor (Response Facilities)		
Group/Section Details:	Group: CDEM	Section: Operational Readiness	
Responsible to:	Team Leader Operational Readiness, Hawke's Bay Civil Defence Emergency Management Group		
Responsible for:	N/A		
Salary Range:*	\$67,892 (85%)	\$79,873 Mid-Point	\$91,854 (115%)
<i>* Note: Progress above the Mid-Point is based on sustained individual performance.</i>			

Section Aims

The Hawke's Bay Civil Defence Emergency Management Group provides the following role and functions as part of the Hawke's Bay Regional Council:

- Provide advice and technical support to the CDEM Group Joint Committee, Coordinating Executives Group (CEG) and local authority Group members.
- Project coordination and management, including the ongoing development, implementation, monitoring and review of the CDEM Group Plan and supporting documentation.
- Coordination, development and implementation of CDEM policy.
- Management of contracts entered into on behalf of the CDEM Group or CEG.
- External liaison with partner agencies within the CDEM sector.
- Maintaining the Group and local emergency management coordination centres.
- Ensuring IMTs and local volunteers are engaged and are trained to support a CDEM response.
- Assisting and coordinating recovery operations on behalf of the CDEM Group.
- Monitoring and responding to, the adverse effects of emergencies on behalf of the CDEM Group and disseminating warnings.
- Representing the CDEM Group on national bodies and projects.
- Preparation in consultation with CEG, of the annual report of the CDEM Group's activities, budget and performance to the CDEM Group for adoption.
- Coordination of the integrated professional development of key personnel for CDEM.
- Providing monitoring and evaluation reports on the capability of the Group and its members to the Joint Committee and CEG.

POSITION TITLE: EMERGENCY MANAGEMENT ADVISOR (RESPONSE FACILITIES)

Role of Emergency Management Advisor (Response Facilities)

The role of Emergency Management Advisor (Response Facilities) is to provide relevant, professional input into the roles and functions as outlined above in order to ensure the Operational Readiness team achieves its objectives. Your specific role of Emergency Management Advisor (Response Facilities) is the development and monitoring of the Group's capability in operational coordination centres, civil defence centres and related response equipment. This includes ensuring appropriately trained staff are identified and available to fulfil incident management team (IMT) roles across the Group.

The Emergency Management Advisor (Response Facilities) will ensure that the Group's coordination centres are readily available and equipped to support the response to an emergency. This will include undertaking audits and implementing any improvements or maintenance required. You will work closely with all staff members of the HB CDEM group and relevant local authorities to ensure;

- Community Civil Defence Centres and ready and well equipped.
- The activation and operation of Group's Coordination Centres are well integrated and supported with appropriate Standard Operating Procedures and ICT software (EMIS).
- HB CDEM's group communications network is managed via VHF, satellite and internet.
- IMT members are identified, developed and trained appropriately.
- The relationship between HB CDEM Group and Hawke's Bay Lifelines Committee is managed, this includes attending Lifelines meetings, providing specialist emergency management advice or facilitating support from other EMA portfolios.

The Emergency Management Advisor (Response Facilities) coordinates the support of the Group Office to Central Hawke's Bay District Council in achieving its obligations under the CDEM Act 2002. This may include coordinating and supporting the training of volunteers and council staff, building the resilience of local communities; and supporting local response and recovery activities during an emergency. To meet the needs of the role you will need to form strong collaborative relationships with the local controllers and key council staff. The role will require you to work from both the HBCDEM office in Hastings and the Central Hawke's Bay District Council on a weekly basis. Expectations will be regularly discussed and will be fair and reasonable within the broad requirements outlined above.

POSITION TITLE: EMERGENCY MANAGEMENT ADVISOR (RESPONSE FACILITIES)

Role Expectations

EXPECTATION	DESIRED OUTCOMES
Readiness	
<ul style="list-style-type: none"> ➤ Coordination Centre Management: <ul style="list-style-type: none"> • Monitor the functionality and safety of local coordination centres and the Group Emergency Coordination Centre. • Provide for the installation, maintenance and testing of equipment including, communications systems and coordination centre equipment. • Support the development and maintenance of procedures which support the activation and operation of the Groups’ coordination centres. • Coordination centres are able to operate using the latest information and communications technology (ICT) (including Office 365, remote data collection tools and GIS). • Ensure the Groups’ Coordination Centres have a high level of interoperability in equipment and procedures. • Develop and maintain any relevant Standard Operating Procedures (SOP’s) related to Group Emergency Coordination Centre operations. • Support the Group local authorities in developing and maintaining their local emergency response capability including SOP’s. • Develop and maintain any MOUs relevant to the response. ➤ Ensure coordination centre IMTs are identified and trained to identified levels including: <ul style="list-style-type: none"> • Managing the identification of Group Emergency Coordination Centre Staff • Managing the identification of IMT members with controllers and locally based EMAs • Administer IMTs including training requirements, contacts and activation • Support the delivery of training to IMTs • In consultation with controllers develop and maintain processes for the activation of IMTs. 	<ul style="list-style-type: none"> • Coordination Centres are capable of managing and supporting a coordinated response to a complex emergency. • The health and safety of IMT members is considered and risks addressed before an activation occurs. • The health and safety of IMT members is monitored and any issues addressed during a response. • Coordination centre equipment are regularly maintained and tested; and effectively support the operation of the centre during activation and the response to an event. • Local coordination centres, equipment and processes are suitable for the establish level of activation and incident management team of the Council. • Coordination centres and CDCs are able to support the response as identified in initial actions plans. • Effective, efficient and robust communication networks provide for communications within the Group, with local CDCs, and with the NCMC. <ul style="list-style-type: none"> • Local Authority Staff understand their role and responsibilities during an emergency. • Training is delivered that meets the needs of coordination centre staff roles. • Local Authority Staff actively participate in development opportunities for their CDEM role

POSITION TITLE: EMERGENCY MANAGEMENT ADVISOR (RESPONSE FACILITIES)

- Manage the development and maintenance of the Group operational communications network including:
 - Development and implementation of a Group Operational Communications Plan.
 - Establishing appropriate communications networks at local and Group levels.
 - The testing, maintenance and replacement of equipment including repeaters, radios and satellite communications.
 - In consultation with the Group Welfare Manager, undertake audits of and provide guidance on local CDC functionality, location, “fit for purpose” and equipment.
 - As appropriate represent the Group on national working parties and sector groups and have input into submissions on national policy
 - The Hawke’s Bay Lifeline Group is effectively supported and coordinated, and appropriate technical support is provided to the Chair of the Lifelines Group.

- The Group is able to effectively communicate during an emergency internally, with supporting agencies and with the NCMC.
- Effective, efficient and robust communication networks are maintained that are capable of supporting the response to an emergency event.
- CDCs effectively deliver welfare services suitable and relevant to their purpose and the response.
- The Hawke’s Bay CDEM Group will have input into national CDEM policy.
- The Group Office will be aware of changes to national policy or guidelines
- Local lifelines representatives are active in the Hawke’s Bay Lifelines Group and engaged in reduction and readiness activities (e.g. BCP planning and infrastructure resilience).
- A functioning coordinated Hawke’s Bay Lifeline Group reduces the impact on the community of an emergency and enables a more effective response and recovery.

Response

- Provide a “first response” capability including being on call as part of a roster system
- In an emergency event perform the roles and duties as allocated by the Controller which may include:
 - Acting as an alternative Response Manager for the GECC.
 - Supporting local authorities during an event.

- A rapid, well-coordinated and effective response to an emergency.
- Watches and warnings are disseminated to staff and organisations in a timely fashion.
- Controllers are able to access specialist emergency management advice in a timely manner.
- Specialist emergency management staff are available to support the response
- The Group response is enhanced through the appropriate deployment and support of emergency management staff.
- Local authorities have access to specialist emergency management advice during a local event.

Recovery

- In support of the Group Recovery Manager, coordinate the Hawke’s Bay Lifelines Group input into recovery preparedness and planning.

- Lifelines Planning is comprehensive and considers the 4Rs.

POSITION TITLE: EMERGENCY MANAGEMENT ADVISOR (RESPONSE FACILITIES)

Local Authority Emergency Management Support (as applicable)

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| <ul style="list-style-type: none">➤ Develop and maintain effective relationships with the Central Hawke's Bay Council, key partner agencies such as local emergency services representatives and key community networks.➤ Coordinate CDEM Group office support to the Central Hawke's Bay Council in developing and maintaining their local emergency response capability including:<ul style="list-style-type: none">• Providing for the installation, maintenance and testing of equipment including local public alerting systems, communications systems and coordination centre equipment.• Coordinating and supporting the maintenance of local coordination centre facilities.• Coordinating and supporting local IMT and volunteer training.• Supporting local community resilience planning and other activities.• Supporting local public education activities.• Supporting the development of local response plans.• Providing local advice specific to the Central Hawke's Bay Council to other EMAs within their functional responsibilities.➤ Be the first point of contact for advice for Central Hawke's Bay Council local controller in an emergency.➤ Support the Central Hawke's Bay Council in activating their coordination centre.➤ In a local emergency event perform the roles and duties as allocated by the Local Controller.➤ Assist local recovery managers during the recovery from a local emergency. | <ul style="list-style-type: none">• There are strong relationships with personnel responsible for emergency management within local authorities, emergency services, and other key stakeholders and partner agencies.• Local facilities, equipment and processes are developed to support the response.• Local Authority Staff understand their role and responsibilities during an emergency.• Local Authority Staff actively participate in development opportunities for their CDEM role.• Local circumstances are provided for in the response to an emergency.• Local plans are coordinated and integrated across all levels and partners.• Trained teams of local CDEM volunteers effectively responds to any incident, emergency or disaster event.• Other local council community resilience initiatives are coordinated with community resilience planning or where appropriate include a CDEM component.• Local controllers are able to access specialist emergency management advice in a timely manner.• The decision making processes of the local controller are enhanced and validated by the provision of appropriate specialist emergency management advice.• The activation of the coordination centre occurs in a timely and effective manner.• The Council response is enhanced through the appropriate deployment and support of emergency management staff.• Timely CDEM advice and input is provided and considered as part of local recovery planning and implementation.• Cost recovery documentation is prepared in a timely manner and in accordance with MCDEM guidelines. |
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Commitment and Expectations

Hawke's Bay Regional Council (HBRC) staff are expected to display Councils vision, purpose and values in their work and maintain a high level of professionalism and integrity. This means:

- Agree clear expectations of performance requirements.

POSITION TITLE: EMERGENCY MANAGEMENT ADVISOR (RESPONSE FACILITIES)

- Take responsibility for your performance and accountability for your work.
- Show honesty, fairness, respect and consistency in dealings with others.
- Request regular performance conversations and coaching, particularly if not regularly forthcoming.
- Respect professionalism in peers.
- Display consistent behaviour when interacting with peers.
- Display excellent communication skills.
- Be approachable and show a willingness to listen actively.
- Demonstrate personal integrity.
- Admit when wrong or when a mistake is made.
- Adopt a 'no surprises' approach with your manager.

Continuous Improvement

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager.
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your Manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your Manager.
- Showing a strong team commitment, as indicated by peer feedback and your Manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging others ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your Manager.
- Active involvement in decision making processes when the opportunity is made available.
- Working in a collegial manner.
- Ensure you play your respective part in good information flows between different work sections.
- Deliver on project outcomes: on time and on budget.
- Being realistic about estimating resource requirements for projects.
- Displaying sound judgment and making responsible decisions.

POSITION TITLE: EMERGENCY MANAGEMENT ADVISOR (RESPONSE FACILITIES)

- Managing public expectations and being customer focused.
- Maintaining high levels of technical skills relevant for the role.

Health and Safety

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- Where appropriate, advise other organisations you are working with of the known risks in the work being undertaken.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Maintaining a clean and tidy workspace.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

Emergency Management

All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuance Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

Key Skills

Knowledge

- A recognised tertiary qualification at certificate / diploma (Level 5 or above) or significant experience in a discipline relevant to the role.
- 2-3 years' experience in emergency management or a related field is desirable.
- Experience in project and/or programme management.
- Experience working in teams / building effective working relationships.
- Experience in problem analysis and developing operational plans would be of advantage.
- Experience in training and exercise would be of advantage.

Skills

- Solves problems and makes decisions quickly and confidently.
- Strong written and verbal communication skills.
- Good presentation and interactive skills.
- Facilitation skills.
- Be able to work with a wide and diverse range of organisations.
- A full and current driver licence.
- Experience in using the Microsoft Office suite of programs.

Personal Attributes

- Effective crisis management leadership skills.
- Able to motivate others.
- Ability to relate effectively to a wide range of people.
- Able to demonstrate a well-organised approach to work with proven ability to consistently achieve deadlines.
- Ability to plan and prioritise workload and manage projects.
- Able to work under minimal supervision and display sound judgment and tact. Ability to work on call 24 hours, 7 days a week as part of a rostered team approach.

POSITION TITLE: EMERGENCY MANAGEMENT ADVISOR (RESPONSE FACILITIES)

- Ability to work under pressure.
- Able to work in and support a team environment.

HBRC's Vision, Purpose and Values

Our Vision: A healthy environment, a vibrant community and a prosperous economy.

Our Purpose: We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

Our Values:	Partnership and Collaboration	We work with our community in everything we do
	Accountability	We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
	Transparency	We report on what we do and the value this delivers for our community
	Excellence	We set our sights and expectations high, and never stop striving to do better