



Community Preparedness Advisor

Position Number: Various

Level: 4

ANZSCO: 224912

JOB DESCRIPTION FORM

THE ROLE

This position works to change the community's behaviour to achieve a greater level of capacity and preparedness during a hazard situation by engaging and supporting the regional operational staff and volunteers to build their capacity to work with the community.

REPORTING RELATIONSHIPS

ORG STRUCTURE: OPERATIONS & RESILIENCE AND RECOVERY
COUNTRY OPERATIONS & COMMUNITY PREPAREDNESS

THIS ROLE REPORTS TO

Country Positions	Regional Superintendents or a delegate
Metro Positions	Community Preparedness

POSITIONS THAT REPORT TO THIS ROLE

Nil

ABOUT US

As Western Australia's leading hazard management agency, the Department of Fire and Emergency Services performs a critical role coordinating emergency services for a range of natural disasters and emergency incidents threatening life and property.

Supported by an extensive network of volunteers and career workers, DFES works together with the community and government to prevent, prepare for, respond to and recover from a diverse range of emergencies.

SPECIFIC RESPONSIBILITIES

Employees are required to undertake all duties and responsibilities in accordance with the Department's Code of Conduct, Policies/Procedures and relevant legislation and demonstrating skills and behaviours expected in accordance with the Capability profiles published by the WA Public Sector Commission.

STRATEGIC SERVICES

- Contribute to the implementation of DFESs Community Engagement Framework and Community preparedness ACEF strategy, consistent with the Organisation's Strategic goals
- Work with the regional staff to identify local priorities and issues to develop specific community engagement initiatives to meet local needs in consultation with Community Preparedness Directorate and other portfolios as required.
- Implement localised evidence based strategies designed to build community capacity to participate in preparedness activities and meet shared responsibility for managing hazards.
- Assists in facilitating and evaluating community engagement and capacity building initiatives and programs.
- Build strong working relationships and networks with government agencies, local government authorities, community organisations and other key stakeholders to achieve disaster resilience outcomes.

PROGRAM IMPLEMENTATION

- Work with the Community Preparedness Directorate to address identified issues affecting delivery of programs and initiatives
- Provide network, logistical and program information and guidance to support regional operational staff and volunteers to deliver community preparedness and engagement programs and initiatives.
- Ensure development and implementation of ACEF Work plans annually in consultation with regional staff and Community Preparedness.
- Ensure that up-to-date records are maintained about community engagement activity and program implementation using Consultation manager and are provided in a timely manner.
- Provision of Subject matter Expert (SME) advice and delivery of Community Preparedness and Engagement content as required.
- Undertake annual visitations to brigades, Group sand units as required.

LIAISON AND COMMUNICATION

- Keeps the regional operational staff informed of key community engagement initiatives and programs.
- Provides, support, information and advice to other government agencies, local government authorities, community organisations and other key stakeholders on community stakeholders and hazard preparedness initiatives
- Actively contributes to the capacity and positive culture of the team and maintain strong and positive communication with all staff and volunteers.

Other

- Serves as a member of the Community liaison Unit during operational incidents including bushfires, cyclones, floods etc.
- Undertake other duties as required.

SELECTION CRITERIA

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

ESSENTIAL

1. Demonstrated experience in facilitation, coordination and delivery of programs and initiatives to achieve planned engagement and development outcomes.
2. Understanding of the principles of behavior change and demonstrated ability to use these principles to build the capacity of stakeholders.
3. Ability to manage multiple tasks within set timeframes and resource budgets.
4. Demonstrated strong conceptual, analytical and problem solving skills.
5. Demonstrated well-developed communication and interpersonal skills, including the ability to establish, build and maintain networks and engage key stakeholders

DESIRABLE

1. Knowledge of community and regional issues, particularly in relation to Emergency management.

POSITION INFORMATION

LOCATION: Various

SPECIAL CONDITIONS:

This position will be required:

- To be available and willing to work flexible hours at times outside normal office hours including weekends and public holidays
- To hold a current C Class Drivers License, this must remain valid for the duration of employment.

Relocating and housing assistance are not provided with this position.

DFES is an emergency services organisation and all employees may be required to work during and outside normal business hours to assist with emergencies.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of this position.

Authorised and signed by:

A/DIRECTOR COMMUNITY PREPAREDNESS

A/CHIEF SUPERINTENDENT COUNTRY SOUTH

Name: Suzanne Blyth

Name: Greg Feeney

Signature: 

Signature: 

Date: 3/9/18

Date: 3/9/18.

MANAGER WORKFORCE SERVICES

Name: Stacey Naughtin

Signature: 

Date: 3/9/18

JDF REGISTRATION – RECRUITMENT USE ONLY

This Job Description Form (JDF) was registered by:

HR Consultant Name: Lisa McNicholas

HR Consultant Position: Human Resources Officer

HR Consultant Signature: 

Date: 03-09-2018