



SENIOR RISK AND RESILIENCE RESEARCHER

Position Number: Various Level: 5

ANZSCO: 224412

JOB DESCRIPTION FORM

THE ROLE

The *Senior Risk and Resilience Researcher* will be responsible for aspects of research, collection, analysis and interpretation of data to support risk, capability and resilience profiling and writing and production of reports and communiques to share the information with the broader community.

The position will follow best practice in risk management, capability assessment, and resilience profiling in emergency management (aligning with state, national and international standards where appropriate) such that information garnered will enhance strategic-level decision-making in the emergency management sector in Western Australia.

REPORTING RELATIONSHIPS

ORG STRUCTURE: STRATEGY AND EMERGENCY MANAGEMENT
RISK, AND CAPABILITY AND ANALYSIS
RISK AND RESILIENCE

THIS ROLE REPORTS TO

Director Risk, Capability and Analysis

Level: 9

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.

Our volunteers are the biggest workforce of our organisation and play an important role in keeping our community safe. DFES recognises the critical role our volunteers play and the positive impact they make to the community. Supported by this 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

DFES is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for its employees, customers and volunteers. All duties are to be performed in a manner and behaviour consistent with EEO legislation and Occupational Safety and Health legislation along with the Department's Code of Conduct and Policies/Procedures and other relevant legislation.

Relationship Management

- Communicates effectively to a wide range of stakeholders including scientific organisations, State Government agencies, local government, industry, community and volunteer organisation representatives.
- Leads discussions with a range of stakeholders in one-to-one, workshop and focus group sessions.
- Facilitates groups, including at senior levels, to glean expert knowledge of risks, capabilities, resilience and impacts.
- Works collaboratively with the management and staff to achieve goals.

Program Implementation

- Manages discrete projects relating to the State's profiling and prepares reports, research papers and communiques to support strategic decision making.
- Takes responsibility for delivering aspects of the state's risk, capability and resilience profiling and gap analysis work programs (compliant with state, national and international standards).
- With a high degree of independence, initiates and conducts complex research and undertakes robust, accurate and reliable data capture, analysis, interpretation and reporting to identify emergency management challenges and assist strategic-level decision-making in the emergency management sector in Western Australia.
- Has responsibility for aspects of the analysis and reporting of the State's level of emergency Preparedness.

Risk, Capability and Resilience Management

- With a high degree of independence, initiates and undertakes complex research in to regional hazards, exposure, vulnerabilities, capabilities and impacts, including the interpretation of statistical and technical information (such as geoscience, meteorological, biological, social science, engineering, and economic data).
- Takes responsibility for aspects of risk, capability, resilience and impact analysis, such that a consistent and comprehensive coverage of the State is achieved.
- Takes responsibility for the accurate and timely production of effectively pitched regional and state-level reports to assist strategic-level decision-making in the emergency management sector in the State.

Other

- Reporting all health and safety hazards, near misses and injuries.
- Actively participate in managing risk and, resolving health and safety issues and promoting a safe place of work.
- Actively participates in managing own psychological wellbeing.
- 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 PREREQUISITES

1. Relevant Bachelor's degree, post graduate or related qualifications.

ESSENTIAL CRITERIA

1. Demonstrated conceptual, research and analytical skills and the ability to apply scientific methods appropriately in the emergency management context.
2. Well-developed interpersonal and verbal communication skills to effectively engage with a broad range of stakeholders and lead meetings, forums and workshops to positive outcomes.
3. Demonstrated ability to work autonomously and distill priorities related to contemporary emergency management in areas such as hazard, exposure, vulnerability, impact, resilience and capability.
4. Demonstrated ability to interpret and apply information from a range of sources such as Acts, legislation, plans, guidelines and academic journals and contribute to the development of such material.
5. Demonstrated ability to produce reports to publication standard and the ability to pitch accurately to various audiences (e.g. technical, operational, policy, general public) and take responsibility for production content, deadlines and standards.

DESIRABLE

1. An understanding of emergency and risk management processes and best practices.
2. Knowledge of GIS systems, computer coding (SQL, Python, VBA) and demonstrated ability to conduct statistical analysis.

POSITION INFORMATION

LOCATION: Cockburn Central – all positions may be relocated to other DFES nominated locations as required.

SPECIAL CONDITIONS: The Department is an emergency services organisation and all employees may be required to work business hours or outside of 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:

DIRECTOR RISK CAPABILITY AND ANALYSIS

A/MANAGER WORKFORCE SERVICES

Name: ANDREW SANDERS

Name: HELEN REDMOND

Signature: _____

Signature: _____

JDF REGISTRATION – RECRUITMENT USE ONLY

This Job Description Form (JDF) was registered by:

HR Consultant Name: SUSAN BERKIN

HR Consultant Position: A/RECRUITMENT COORDINATOR

HR Consultant Signature: _____