



Maritime Environmental Emergency Response Division Commander

Branch:	MEER
Directorate:	Maritime
Position Number:	00025775
Classification:	Level 5
Physical Location:	Fremantle (Essex Street)
Award/Agreement:	Public Service Award & Public Sector CSA Agreement 2019

Department of Transport's vision is to have the best integrated and intelligent transport services and solutions for the State. We provide and enable safe, accessible and efficient movement for the economic and social prosperity of Western Australia.

The Department forms part of the Transport portfolio and includes Main Roads WA and the Public Transport Authority.

Our Values:

We welcome [*Fresh Thinking*](#) and finding better ways of working

We set [*Clear Direction*](#) and have the courage to follow through

We work together to deliver [*Excellent Service*](#)

We make things happen through our [*Great People*](#)

Department of Transport (DoT) is an equal opportunity employer and embraces diversity as we believe the best services come from a workplace in which varied viewpoints are welcomed and encouraged.

Overview of Directorate

The Maritime Directorate is responsible for meeting the challenges and maximising the opportunities presented by the vast WA coastline and facilitating the safe and sustainable use of navigable waters.

Responsibilities include oceanographic data collection, management of our fragile coastline, strategic coastal planning, design and delivery of recreational and commercial boating infrastructure, management of maritime facilities, management of maritime environmental emergencies, management of operational initiatives and the performance of Harbour Master functions within SPA ports throughout the State.

To meet the needs of its customers and balance the competing demands placed on one of the State's greatest assets, the Maritime Directorate actively engages with other State, Commonwealth, and local government authorities, the private sector and the community.

The Directorate is dedicated to the enhancement of the WA coast and safe and sustainable use of navigable waters. A flexible management approach encourages staff to participate in projects across the specialist project areas, offering job diversity in a stimulating and collaborative work environment that prides itself on being supportive and friendly.



Overall Purpose of the Role

- Contribute to building, maintaining, managing and leading the operations capability in respect to Maritime Environmental Emergency Response (MEER) in order to contribute to ensuring adequate prevention, preparation, response and recovery arrangements are in place for the Maritime Environmental Emergency hazard.
- Apply best practice techniques to develop and deliver safe and effective MEER field operations during an incident response.
- Command and control allocated resources to implement assigned response strategies relevant to a designated Divisional Area.

Work Description

Key Incident Response Functions

1. Provides strong leadership and clear direction to allocated response personnel within a designated Divisional Area.
2. Appoints unit coordinators within the designated Divisional Area, ensuring skills and expertise are appropriately utilised to undertake responsibilities during incidents.
3. Commands and controls all activities that are undertaken directly in the field within the designated Divisional Area to respond to an incident.
4. Commands and controls all resources allocated to the Divisional Area to implement assigned response strategies.
5. Establishes and manages the Forward Operating Base if deployed and all staging areas within the designated Divisional Area, ensuring the facilities area suitable to effectively and safely respond to the incident.
6. Contributes to the Incident Action Planning process by providing subject matter expert advice in relation to operational response strategies and localised information in relation to the designated Divisional Area.
7. Ensures tactics employed within designated Divisional Area are aligned to the strategic objectives of the Incident Action Plan.
8. Identifies risks/issues within the designated Divisional Area and develops/applies appropriate mitigation strategies in partnership with other MEER Team Members.
9. Ensures effective stakeholder engagement and communication with internal and external stakeholders, including industry groups and other agencies/organisations and the community within the designated Divisional Area to ensure achievement of deliverables.
10. Provides reports to the Operations Officer on the incident situation, control progress and emerging risks relating to the designated Divisional Area and ensures the effective flow of information between field units, the Forward Operating Base and the Incident Command Centre.
11. Demonstrates a genuine commitment to safety through role modelling safe working behaviours and fostering a culture of safety and ensuring field operations within the designated Divisional Area are conducted in accordance with MEER Safety Management System.



12. Prepared to perform other senior MEER Incident Management Team roles as directed, specifically the Operations Officer.

Key Non-Incident Response Functions

1. Contributes to the development and maintenance of the Department's MEER Operational Response capability, with a focus on field response capability, to ensure it is appropriately structured, equipped, trained and ready to deliver safe best practice incident response.
2. Leads, inspires and motivates allocated Marine Incident Management Team and State Response Team members allocated to the Forward Operating Base (FOB) and field response teams by providing clear direction and ensuring high performance.
3. Contributes to ensuring that all personnel allocated to the Field Operations functions are capable and appropriately trained to perform their assigned role.
4. Assists in the preparation, review and validation of operational documents, standard operating procedures, protocols and work instructions.
5. Assists in the development and implementation of records management guidelines to ensure accurate records of all operational activities during incident response
6. Assists in the preparation, coordination and delivery of response training to members of the State Response Team and to other external responders by agreement.
7. Undertakes thorough research and analysis to develop a register of potential FOB sites across Western Australia.
8. Ensures operational readiness by establishing and maintaining a comprehensive FOB kit and preparing physical equipment to be deployed at any time.
9. Assists in the provision of regular auditing and maintenance of DoT MEER equipment and contributes to decisions relating to procurement and replacement of DoT MEER equipment.
10. Contributes to multi-functional MEER related projects to enhance overall response capability and deliver best practice incident response management.
11. Participates in the development, conduct and assessment of internal and external incident response exercises and staff development initiatives to enhance overall MEER preparedness within Western Australia.
12. Develops and maintains strong stakeholder relationships and networks internally and externally, including industry groups and other agencies/organisations and the community to ensure achievement of deliverables and build operational response capability
13. Participates as an active member of the Marine Incident Management Team and National Response Team.
14. Participates as a member of the MEER on-call roster.

Undertakes other duties as required.



Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

Criteria

ESSENTIAL:

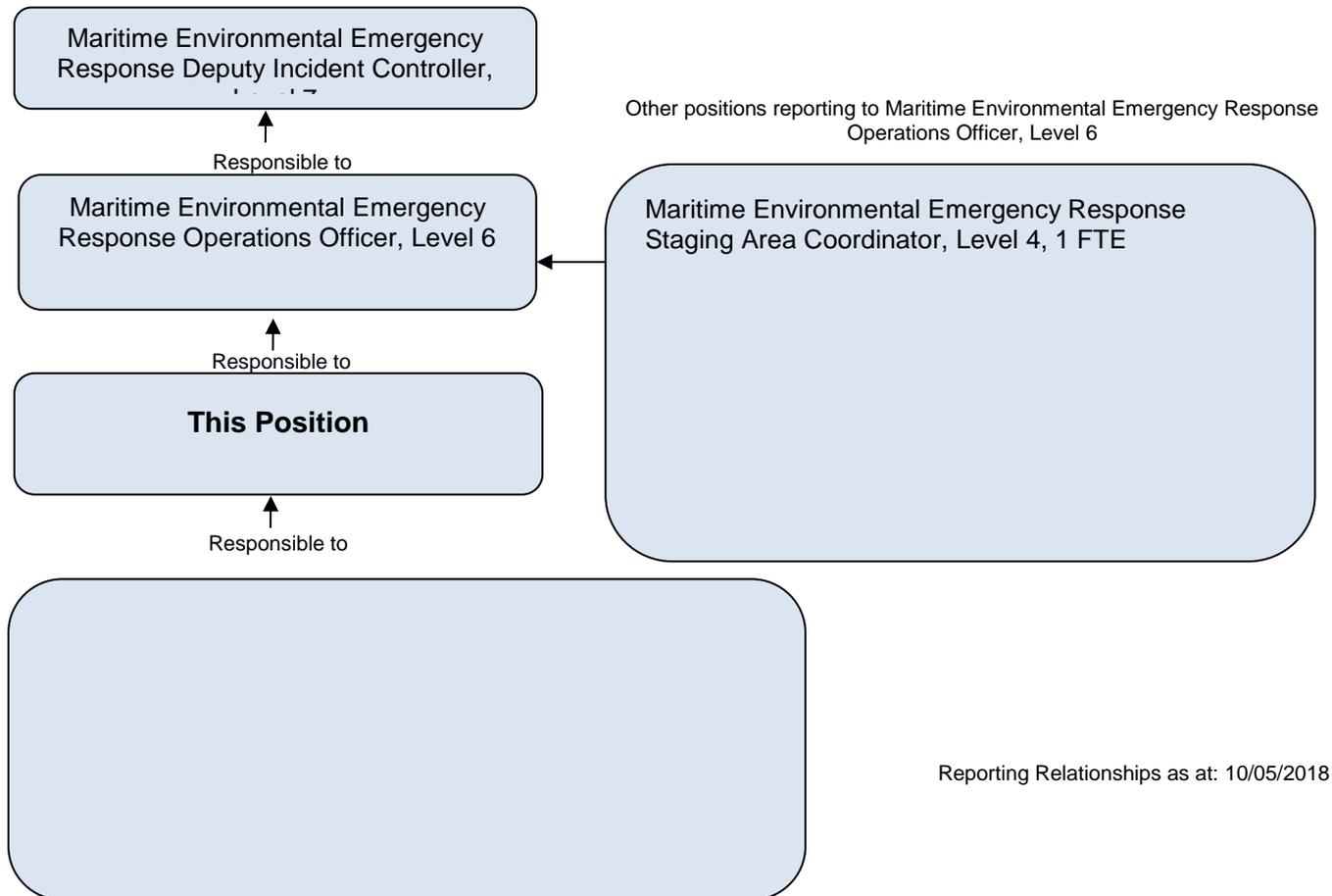
1. Strong leadership skills with demonstrated experience in building teams, ensuring high performance, and sustaining team focus during high pressure situations.
2. Demonstrated experience in the management of operational resources during an incident response to safely and effectively implement assigned response strategies.
3. Clear and confident communication skills with the proven ability in gaining cooperation from a wide range of internal and external stakeholders.
4. Strong problem solving skills and organisational skills with demonstrated ability to prioritise, identify problems, develop solutions and apply sound judgment when decision making in a dynamic environment.
5. Demonstrated excellence in working within a team to deliver high quality outcomes in respect to incident response.

DESIRABLE:

1. Knowledge and/or experience in Maritime Environmental Emergency Response.
2. Operations Officer Incident Management Team (IMT) Accreditation - Manage Operations for a Level 2 or Level 3 incident or other similar relevant qualification.
3. Cert IV in Training and Assessment or other similar relevant qualification.



Reporting Relationships



Allowances/Special Conditions

On-Call Allowance as applicable.

Maintain a current/valid West Australian Drivers Licence and advise employer of any matter affecting the validity of the licence.

Medical assessment may be required.

Certification

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

**Executive Director
People and Organisational Development**