



DISTRICT EMERGENCY MANAGEMENT ADVISOR

Position Number: Various Level: 6

ANZSCO: 223311

JOB DESCRIPTION FORM

THE ROLE

The role is responsible for representing the interests, programs, goals and strategies of the SEMC and DFES at and across allocated districts. The role is central to the coordination of district-level services that build emergency management resilience and capability among the public, private and non-profit sectors.

The role will assist in the development and maintenance of effective planning and preparedness strategies across the district by the provision of quality emergency management advice and support.

REPORTING RELATIONSHIPS

ORG STRUCTURE:

Operations
Metro and Country Operations

THIS ROLE REPORTS TO

Various Chief Superintendents, Superintendents and District Officers

POSITIONS THAT REPORT TO THIS ROLE

Nil

POSITION INFORMATION

LOCATION:

Various Metropolitan and Country Locations

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.

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.

Responsibilities

- Provides effective and responsive communication, and undertakes liaison and negotiation as required between state, district and local emergency management committees, as well as between DEES, SEMC and district-wide organisations.
- In consultation with relevant stakeholders, promotes and assists in the development, implementation and maintenance of strategic emergency management initiatives, arrangements, programs and services.
- Provides strategic advice to stakeholders at district and (where required) local level, on the development and coordination of emergency management policy and planning with a focus on continuous improvement.
- Provides the executive officer function to allocated district emergency management committee/s.
- Provides guidance and support to the district, based on statewide programs, so that emergency management risks and capabilities are assessed and documented in a consistent and timely way.
- Promotes the development of a process to embed reviews, outcomes and actions from incidents and exercises to effect continuous improvement.
- Provides advice on SEMC and DFES administered funding and grant programs.
- During a major incident, provides advice and guidance on legislation, policy and best practice to district agencies as required.
- During and immediately after a major incident, liaises with the State Recovery Coordinator, OMA and affected local governments to ensure they have adequate capacity and support to carry out effective recovery measures.
- Undertake projects as required to assist the SEMC Secretariat achieve key strategic outcomes.

Other

- Play a key leadership role in promoting, creating and maintaining a healthy and safe work environment, including psychological wellbeing.
- Applying DFES health and safety policy and procedures and the risk management framework; including consultation and participation with personnel to resolve safety issues.
- Undertake other duties as required.

EXPECTED LEADERSHIP BEHAVIOURS

Leadership Expectations are critical to the success of DFES and provide a clear understanding of the expected behaviours for all public sector employees. This position aligns to the context of **Personal Leadership**, and it is essential that you demonstrate the required behaviours below to undertake this role:

Behaviour	Descriptor
Lead collectively	Seek and build key relationships, work together and focus on the greater good.
Think through complexity	Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
Dynamically sense the environment	Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
Deliver on high leverage areas	Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
Build capability	Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
Embody the spirit of public service	Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good.
Lead adaptively	Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

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 CRITERIA

1. Current C Class driver's license must remain current throughout the duration of employment.
2. Highly developed communication and interpersonal skills, including the ability to work collaboratively with a diverse range of stakeholders.
3. Proven experience achieving the key strategic priorities of an organisation while working in a dynamic environment.
4. Sound understanding of contemporary emergency risk management.
5. Demonstrated capacity to work effectively and efficiently with minimal supervision.

DESIRABLE CRITERIA

1. Experience and/or qualification in an emergency risk management field.

CERTIFICATION

Version	Description	Approval Date	Registered Date	Registered by
Vs 1.0	Created and classified	17/07/2018	17/07/2018	Susan Berkin
Vs 2.0	Template update only		05/10/2023	Tasha McMenamin
Vs 3.0	Leadership Behaviours	18/08/2025	18/08/2025	Jeneen Zoutman