



**DISTRICT EMERGENCY MANAGEMENT ADVISOR**

**Position Number: Various**

**Class / Level: 6**

**ANSZCO: 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 not-for-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 OPERATIONS AND COUNTRY OPERATIONS**  
**METRO OPERATIONS EXECUTIVE and COUNTRY REGION ADMIN**

**THIS ROLE REPORTS TO**

Metro Positions - Chief Superintendent Metro	Chief Superintendent
Country Positions – Regional Superintendent	Superintendent

**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.*

- Provides effective and responsive communication, and undertakes liaison and negotiation as required between state, district and local emergency management committees, as well as between DFES, 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, HMA 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

- 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. Current C Class driver's license must remain current throughout the duration of employment.

### ESSENTIAL CRITERIA

1. Highly developed communication and interpersonal skills, including the ability to work collaboratively with a diverse range of stakeholders.
2. Proven experience achieving the key strategic priorities of an organisation while working in a dynamic environment.
3. Sound understanding of contemporary emergency risk management.
4. Demonstrated capacity to work effectively and efficiently with minimal supervision.

### DESIRABLE

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

## POSITION INFORMATION

**LOCATION:** Various

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

## 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:*

**ASSISTANT COMMISSIONER METROPOLITAN**

**MANGER WORKFORCE SERVICES**

**Name:** BRADLEY STRINGER

**Name:** STACEY NAUGHTIN

**Signature:** \_\_\_\_\_

**Date:** 16/07/2018.

**Signature:** \_\_\_\_\_

### JDF REGISTRATION – RECRUITMENT USE ONLY

This Job Description Form (JDF) was registered by:

**HR Consultant Name:** SUSAN BERKIN

**HR Consultant Position:** A/SENIOR HR CONSULTANT

**HR Consultant Signature:** \_\_\_\_\_