



PRINCIPAL STRATEGY OFFICER
(Community Disaster Resilience Strategy)
Position Number: 012089 Level: 7
ANZSCO: 224912

JOB DESCRIPTION FORM

THE ROLE

This position is a project based position for the purpose of leading and undertaking the development of a community centred disaster resilience strategy and implementation framework for Western Australia (WA). This position will facilitate and undertake stakeholder and community engagement with agencies and communities across the planning, preparedness, resilience and recovery (PPRR) spectrum. The strategy and the supporting framework developed will provide a foundation upon which State and local government, non-government organisations, businesses and communities can work together to make WA a more resilient State.

REPORTING RELATIONSHIPS

ORG STRUCTURE

STRATEGY AND EMERGENCY MANAGEMENT
RESILIENCE AND RECOVERY
COMMUNITY PREPAREDNESS

THIS ROLE REPORTS TO

Director Community Preparedness

Level: 8

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.***

Project Management

- Develop project plan and schedule, and manage policy and strategy development projects, managing an adhoc project team, to deliver quality and timely project outcomes/outputs within project timeframes and budget.
- Prepare and maintain detailed project schedules and status reports, and provide regular reporting to Governance Committees.
- Monitor and track project delivery.
- Adopt agreed project management methodologies, principles, tools and templates.

Strategy Development and Engagement

- Provide leadership and undertake the development of a community centered, state-wide strategy, framework, priorities and roadmap aligned with state policy and national frameworks and priorities.
- Establish and strengthen key stakeholder partnerships and foster cross-sector collaborations to enhance agency interoperability, effectiveness of project outcomes and effect sector-wide reform.
- Facilitate and undertake stakeholder and community engagement, consultation and negotiation to identify risks, impacts and develop solutions and make recommendations that supports policy and state and national priorities.
- Provide expert advice and inform stakeholders on community disaster resilience matters to support the building of community capacity and community resilience.
- Research, analyse, review and provide strategic advice on complex strategy and policy issues and develop sound options and strategy that supports the Government's policy directions.
- Develop and implement mechanisms for the ongoing monitoring and evaluation of strategy initiatives and frameworks to identify risks and issues and ensure achievement of planned outcomes.
- Prepare Ministerial briefings, correspondence, state and national committee papers, and other governance material.
- Represent the Department on Project Governance Committees, working groups and other external forums.
- Undertake other duties as assigned.

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. Highly developed project management skills with proven success in project planning and delivering project outcomes.
2. Substantial experience in undertaking and leading strategy development within a public policy setting and demonstrate experience and understanding of change management.
3. Strong analytical, conceptual and problem-solving skills that supports strategy development and monitoring and evaluation activities.
4. Highly developed skills in engaging, consulting and partnering with senior level stakeholders across government non-government organisations and the community, and facilitating cross-agency collaborations and contemporary community engagement approaches to effect change.
5. Excellent written and verbal communication including the ability to write clear, succinct briefs and high level reports.

DESIRABLE

6. Strong understanding of natural disaster and community resilience and impacts on communities.

POSITION INFORMATION

LOCATION: Cockburn Central

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.

Additional special conditions: Employees in 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.

Employees in this position will be required to undertake regular travel throughout the Perth Metropolitan, South West, Lower South West and Great Southern Regions.

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 COMMUNITY PREPAREDNESS

Name: Muriel Leclercq

Signature: 

Date: 16 January 2019

MANAGER RECRUITMENT AND PAYROLL SERVICES

Name: _____

Signature: _____

Date: _____

JDF REGISTRATION

This Job Description Form (JDF) was registered by

Name: _____

Title: _____

Signature: _____

Date: _____