**Job Description Form**

# District Emergency Services Officer

## Position Details

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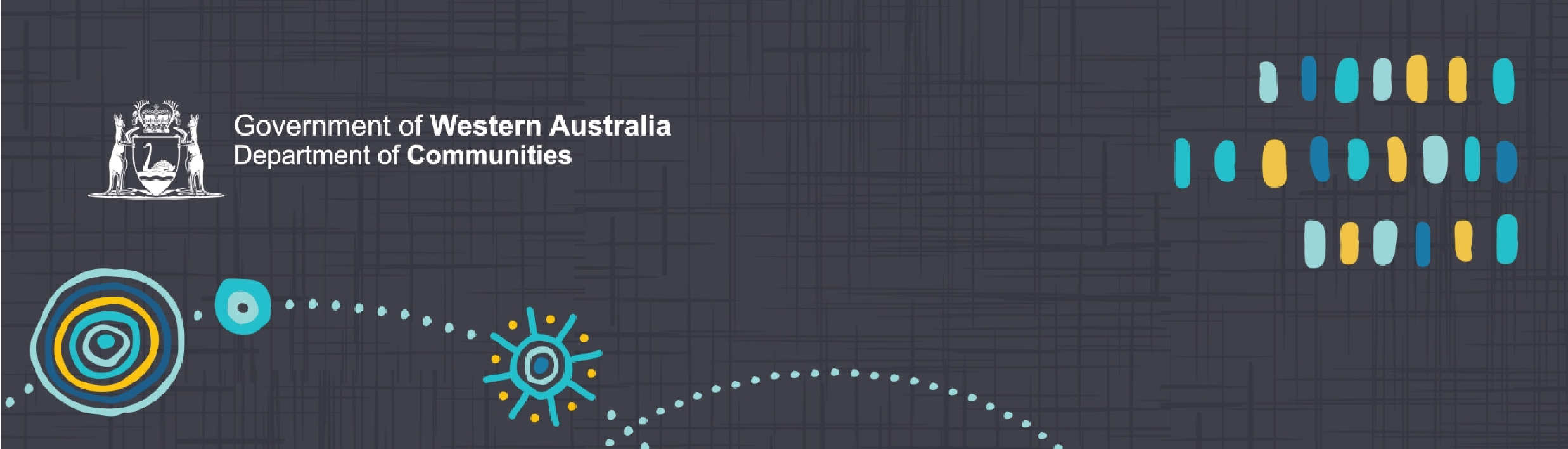
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| **Position Number:** | Generic |
| **Classification:** | Level 5 |
| **Award / Agreement:** | PSA 1992 / PSGOCSAGA 2017 |
| **Organisational Unit:** | Emergency Services/ Service Delivery Regional Remote |
| **Location:** | Various country locations |

**Classification Evaluation Date:** August 2014

**JDF Review Date:** October 2018

## Reporting Relationships

**This position reports to:**

Director Emergency Serviceslevel 8, and

District Director (administrative), Specified Callings level 5.

**Positions Under Direct Supervision:**

This position has no subordinates.

## About the Department

The Department of Communities’ mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department’s direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department’s functions and services include disability services; child protection and family support; social and affordable housing; youth justice; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

## Role Statement

This position is responsible for:

* Providing a conduit within the district for the Emergency Services Unit.
* Developing and exercising local welfare emergency management plans.
* Undertaking the role of local custodian of the ‘Register.Find.Reunite’ service and ensuring local capacity and operating systems are functional.
* Developing local staff awareness and capacity in Emergency Management supported by the Emergency Services Unit.
* Supporting District Emergency Management Committee and Local Emergency Management Committee representatives in their roles as Local and District Welfare Coordinators.

## Duties and Responsibilities

1. **Planning**
   1. Participate in the Emergency Services Unit business planning.
   2. Develop local welfare emergency management plans and coordinate the monitoring and review of the plans.
   3. Plan and conduct annual exercises to test the emergency management plans.
2. **Emergency services support**
   1. Develop local staff awareness and capacity in Emergency Management supported by the Emergency Services Unit.
   2. Support local agencies and communities to develop their capability and capacity to assist in the provision of emergency welfare services.
   3. Develop and regularly convene local welfare emergency management committees.
   4. Support District Emergency Management Committee and Local Emergency Management Committee representatives in their roles as Local and District Welfare Coordinators.
   5. Undertake the role of local custodian of the ‘Register.Find.Reunite’ services and ensuring local capacity and operational systems are constantly operational.
   6. Develop databases of local contacts, resources for welfare centres, accommodation, catering and supplies of personal requisites.
   7. Develop and maintain emergency kits.
   8. Delivers presentations and facilitates training in emergency services.
3. **General**
   1. Provides appropriate reports as required to the District manager and Emergency Services Unit.
   2. Participate in emergency management and response duties as required.
   3. Perform other duties as required including out of standard hours on occasion.

## Essential Work-Related Requirements (Selection Criteria)

1. Sound planning and coordination skills.
2. Strong verbal and written communication skills including report-writing and presentation

skills.

1. Demonstrated experience in the development and delivery of learning and development strategies.
2. Demonstrated ability to manage internal and external stakeholder relationships and a commitment to quality customer services principles.

## Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory National Police Clearance.

11. Possession of a current Western Australian 'C' or 'C-A' Class Driver’s Licence or equivalent, and the ability to travel in response to organisational needs. This requirement continues for the duration of employment in this position and from time to time production of the licence may be required upon request by the Department.

**Delegate Certification**

## HR Registration

October 2018