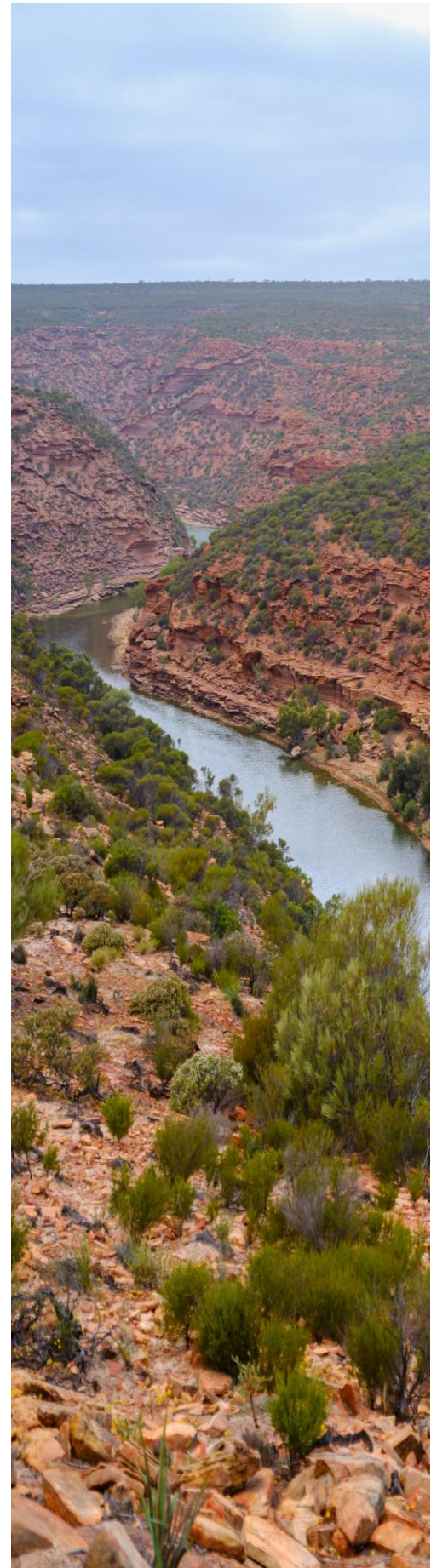




## POSITION DESCRIPTION

### Community Emergency Services Manager

(Full Time Contract Position – 50% Shire of Northampton, 50% Shire of Chapman Valley)



---

## Community Emergency Services Manager (CESM)

### Shire of Northampton

|                       |                                                        |
|-----------------------|--------------------------------------------------------|
| Department            | Community, Development and Regulation                  |
| Reports to            | Executive Manager Community Development and Regulation |
| Direct Reports        | Nil                                                    |
| Industrial Instrument | Employment Based Contract                              |
| Primary Location      | Northampton Parks and Gardens / Rangers Facility       |

### Shire of Chapman Valley

|                       |                           |
|-----------------------|---------------------------|
| Department            | Office of the CEO         |
| Reports to            | Chief Executive Officer   |
| Direct Reports        | Nil                       |
| Industrial Instrument | Employment Based Contract |
| Primary Location      | Nabawa Shire Depot        |

---

**1. TITLE:**

Community Emergency Services Manager (CESM)

**2. LEVEL:**

Negotiated

**3. DEPARTMENT/SECTION:**

Based on Local Government

**4. KEY DUTIES/RESPONSIBILITIES**

| Key Functions         | Specific Duties                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Administrative Duties | <ul style="list-style-type: none"><li>• Oversee and effectively manage and support the Shire's Volunteer Bush Fire Brigades (Brigades) to ensure capability and readiness in areas such as membership, training, fleet management, funding arrangements, operations and response planning.</li><li>• Support fleet management and funding arrangements for the local State Emergency Service (SES) units.</li><li>• Meet the outcomes of the agreed Business Plan and positively engage and actively work with the Department of Fire and Emergency Services (DFES).</li><li>• Support the development, formal implementation and periodic review of policies and procedures that actively contribute towards the Shire's broad strategic direction for Brigades.</li><li>• Structured operational and support meetings with the Brigades to promote effective coordinated service emergency delivery and ensure inter-brigade cohesiveness and consistency.</li><li>• Strategies and programs to improve preparedness, prevention, response and recovery to support the community and the Brigades.</li><li>• Assist with approved programs and plans, such as the Bushfire Risk Management System/ Bushfire Risk</li></ul> |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|              | <p>Management Plan or maintain other programs to reduce hazards that may impact the community.</p> <ul style="list-style-type: none"> <li>• Contribute to the Shire's annual budget process and oversee and coordinate Local Government Grant Scheme (LGGS) applications and acquittals.</li> <li>• Monitor LGGS operating grants and capital grant expenditure for all Brigades and the SES.</li> <li>• Prepare reports for and oversee the effective functioning of the Bush Fire Advisory Committee and prepare reports for, and participate at Local Emergency Management Committee meetings.</li> <li>• Represent the Shire's at relevant Government and Industry forums, workshops or meetings.</li> <li>• Being available for on call activities, as directed.</li> <li>• Assistance provided to DFES Region in provision of Regional Training Courses.</li> <li>• Attend DFES Region staff meetings.</li> <li>• Attend DFES and other Emergency Management Forums for personal and LG development opportunities.</li> <li>• Undertake other duties, as directed.</li> </ul> |
| Prevention   | <ul style="list-style-type: none"> <li>• Provide and implement a diverse range of preventative strategies to increase community awareness of hazards and to build community resilience.</li> <li>• Actively manage/assist with the Bushfire Risk Management System to ensure bushfire risk data is up to date and develop a three-year program of works to treat identified bushfire risk.</li> <li>• Support annual program to undertake bush fire prevention work on Shire managed lands.</li> <li>• Provide advice on Bushfire Risk Management Plans for subdivision proposals, in consultation with relevant stakeholders and undertake site inspections, as required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                               |
| Preparedness | <ul style="list-style-type: none"> <li>• Actively engage with Brigades and the SES to support community education programs, such as Bushfire Ready Groups or pre-season awareness campaigns.</li> <li>• Facilitate engagement with the community to actively promote bushfire preparedness and planning.</li> <li>• Actively engage with Brigades to ensure appropriate and</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                  | <p>adequate equipment, skilled personnel, plans and programs are provided in preparation for emergencies.</p> <ul style="list-style-type: none"> <li>• Support Brigades to ensure effective management, administration and compliance with Shire policies.</li> <li>• Implement processes to inspect and maintain the Shire's emergency water points.</li> <li>• Monitor and administer LGGS operating grants and capital grants expenditure for Brigades and the SES.</li> <li>• Actively participate in the development, review and exercise of the Local Emergency Management Arrangements.</li> <li>• Develop and maintain strategic emergency management plans such as Bushfire Management Arrangements and Bushfire Risk Management Plans.</li> </ul> |
| Response         | <ul style="list-style-type: none"> <li>• Support the community in its own response to emergencies and provide support when required.</li> <li>• Assist Brigades and participate within Incident Management Teams during bushfire incidents or other emergencies within the Shire's to ensure effective management and appropriate reporting, as per SOP's.</li> <li>• Provide regional assistance to DFES for response activities, as requested.</li> <li>• Assist with and promote a comprehensive response to emergencies, to contain and minimize.</li> </ul>                                                                                                                                                                                            |
| Recovery         | <ul style="list-style-type: none"> <li>• Assist the community, employees and volunteers affected by major emergencies to recover effectively and efficiently.</li> <li>• Actively participate in Local Recovery Coordination Group and Incident Support Group meetings to aid and support effective and timely community recovery.</li> <li>• Undertake After Action Reviews for bushfire incidents, as directed.</li> </ul>                                                                                                                                                                                                                                                                                                                                |
| Special Projects | <ul style="list-style-type: none"> <li>• Assist the local government and DFES with special projects that may impact on the community.</li> <li>• Coordinate and manage projects for LG / DFES in alignment with Emergency Management Act 2005 (Emergency Management Plan preparation and facilitation).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| General          | <ul style="list-style-type: none"> <li>• Attend meetings of relevant organisations as required.</li> <li>• In partnership with the Local Government and DFES, develop and maintain professional relationships with stakeholders to ensure the delivery of service as specified</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | in the agreed Business Plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Organisational | <ul style="list-style-type: none"> <li>• Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles.</li> <li>• Create and capture records of work activities in line with policies and procedures.</li> <li>• Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development and participate in annual performance appraisal.</li> <li>• Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time.</li> <li>• Contribute to the attainment and development of strategic plan outcomes, strategies and actions within each Shire.</li> </ul> |

## 5. EXTENT OF AUTHORITY:

This position operates under the limited direction of the relevant supervisory position as per authority granted by the Chief Executive Officer and as delegated from time-to- time. The incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the *Local Government Act 1995* and other relevant legislation.

## 6. SELECTION CRITERIA:

### Essential

- Experience and knowledge: Demonstrated experience and knowledge of fire and emergency services industry, in particular Bush Fire Brigades, State Emergency Services and Local Government. Proven experience in the application of risk management principles and emergency risk management as they apply to community risk, particularly in relation to community vulnerability planning.
- Communication skills: Highly developed communication, interpersonal and facilitation skills including demonstrated ability to deliver community awareness and education programs, and ability to communicate effectively with a broad range of stakeholders.
- Delivery Outcomes: Highly organised with the ability to prioritise, monitor, and coordinate personal workload, with minimal supervision to achieve agreed outcomes within specified timeframes. Availability to work after hours including overtime and on-call as required (including weekends).
- Administrative skills: Well-developed analytical, leadership and management skills including financial, liaison, conflict resolution, negotiation and problem solving skills. Sound organisational and administrative skills, with proven ability to prioritise tasks to achieve strict deadlines. Experience in report writing, meeting management and budget management.
- "" Class Motor Drivers Licence

- National Police Clearance

### **Desirable**

- Fire Control Officer and accredited Level 1 incident Controller.
- Possession of a recognised qualification in Training and Assessment and demonstrated ability to coordinate and deliver effective training programs.
- MR class driver's licence.
- Understanding of Local Government structures and procedures.
- Sound knowledge of information technology including computer systems and software operations.