



POSITION DESCRIPTION

Position: Emergency Management Officer	Group: Community and Economic Development
Job-holder:	Location: Taumarunui
Responsible to: Executive Manager Community & Economic Development	Date: December 2024
Responsible for: Emergency Management for Ruapehu District	

OUR DISTRICT:

We are proud of our reputation in the community and are working hard to bring to life the 10-year Long Term Plan (LTP). Council is on a journey to drive and support the development of safe, prosperous, rural communities that thrive and capitalise on our agriculture, business and tourism sectors, while sustaining our beautiful environment. We are doing this through promoting an environment which is sustainable, enhances the quality of life, and meets the needs of our present and future citizens and visitors to the Ruapehu District. We serve a population of 13,000 spread across 6,730 square kilometres, with an annual turnover of \$50 million and assets of \$500 million including one million visitors to our unique and beautiful environment.

The Ruapehu District offers an enviable lifestyle on offer with the Tongariro World Heritage Park and the Whanganui National Park, as well as having superior snow sports, Cycle trail, trekking, kayaking, hunting and fishing at our doorstep to support a healthy work life balance.

OUR LEADERSHIP PHILOSOPHY:

Our leadership ethos is founded on the servant leadership model demonstrated through our day to day activities, behaviours and our interactions with staff, Iwi, and key stakeholders in our community. We are respectful in our approach and lead by example.

POSITION OVERVIEW: This role develops and maintains and Emergency Management capacity that is capable of responding to and recovering from any emergency as defined in the Civil Defence Emergency Management Act 2002 and the Hazardous Substances and New Organisms Act 1996, and to deliver training to increase capability of response staff, and communities.

Financial & Non-Financial Delegations:

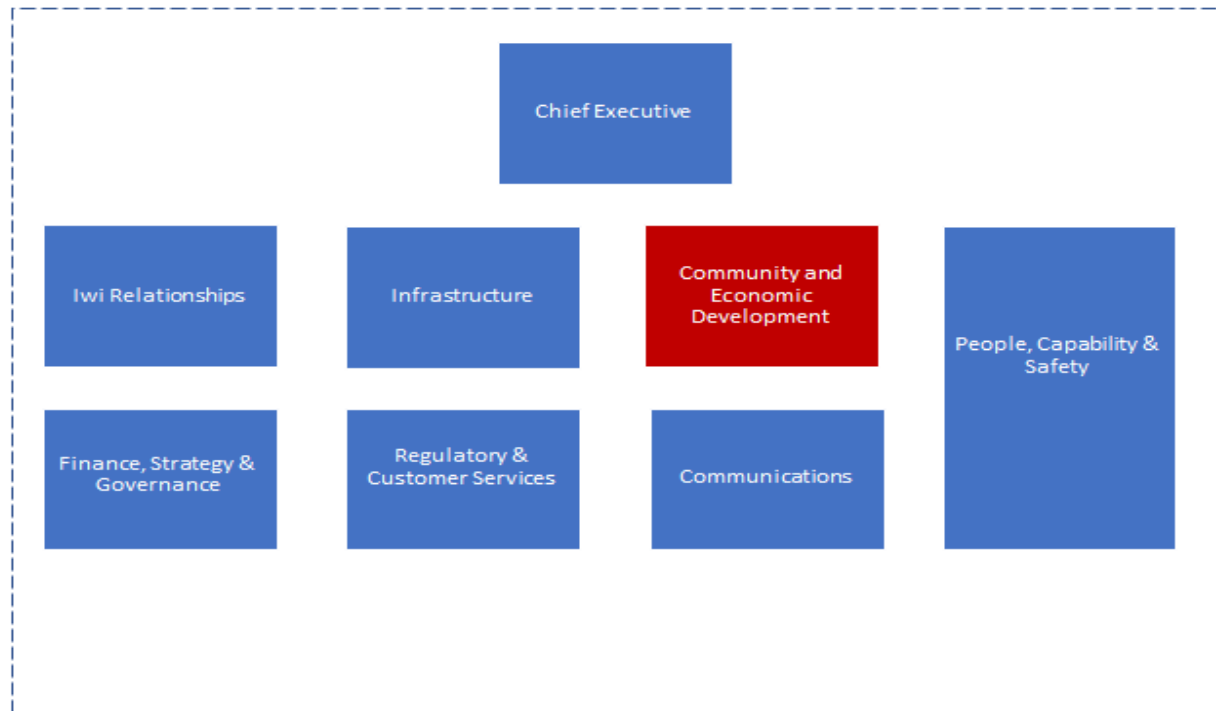
Number of direct reports: 0

Number of indirect reports: 0

Expenditure Authority Levels:

Individual expenditure items within approved budgets

ORGANISATIONAL CONTEXT:



LEVEL OF AUTONOMY AND DEGREE OF DELEGATION: The role operates within clearly defined KPI's and accountabilities. The role works in collaboration with its stakeholders to ensure Civil Defence is managed accordingly.

STAKEHOLDER ENGAGEMENT:

Internal: Executive Manager & ELT members, Community and Economic Development team, and all other Council staff.

External: Contractors, consultants, community groups, elected members for strategic and operational matters and members of the public.

THE ROLE:

This role develops and maintains and Emergency Management capacity that is capable of responding to and recovering from any emergency as defined in the Civil Defence Emergency Management Act 2002 and the Hazardous Substances and New Organisms Act 1996, and to deliver training to increase capability of response staff, and communities.

KEY ACCOUNTABILITIES – this table forms the basis for annual KPIs

- To develop, implement and maintain effective Emergency Reduction, Readiness, Response and Recovery Systems.
- To take a pro-active role in establishing and leading any Committees or Groups required ensuring that Council's obligations under the Civil Defence Emergency Management Act 2002 are met.
- To Co-ordinate and deliver training to staff and communities involved in response and recovery roles.
- To implement and administer Council obligations under the Hazardous Substances and New Organisms Act 1996.
- Health, safety, and compliance
- Technology and systems

	Key Accountabilities	Results/Outcomes
RDC Values:	Conduct all business activities in line with our council values	Demonstrate our values when performing tasks and working with both internal and external stakeholders.
Civil Defence	Role Accountabilities: Maintaining operative Civil Defence Emergency Management plans and procedures for the District Maintaining a fully operational Emergency Management Emergency Operations Centre Maintaining a backup Emergency Operations Centre	Current Civil Defence Emergency Management plans and procedures are available at all times The Emergency Management Officer participates in the appropriate regional Civil Defence Emergency Management Committees Council is fully briefed on changes and improvements in the area of Civil Defence Emergency Management (CDEM) The community is made aware of all aspects of Emergency Management at every opportunity

	Maintaining a Coordinated Incident Management Team that can be operational for a range of Emergencies across the district	
Community Resilience and Recovery	<p>Developing community relationships which result in recovery and resilience within communities during any emergency event</p> <p>Assisting communities with the development of community Recovery and Response Centres that can be quickly activated in the event of a Civil Defence Emergency</p> <p>Developing and maintaining relationships with agencies</p> <p>Staff training</p> <p>Maintaining Volunteer Civil Defence teams to respond to emergencies</p>	<p>The District Emergency Management Committees operate efficiently and effectively at all times</p> <p>Civil Defence Emergency Management staff and volunteers show a willingness to help and assist each other</p> <p>The Emergency Operating Centre is capable of managing any civil emergency that may occur</p> <p>Appropriate staff and volunteers are recruited as required to ensure the Emergency Operations Centre continues to operate efficiently and effectively</p> <p>Appropriate staff have the required training and skills to carry out their work efficiently</p> <p>Appropriate Public Information is developed and maintained.</p> <p>Civil Defence volunteer teams supported across the district for readiness and response</p>
Public Awareness	Co-ordinating and supporting the provision of approved civil defence emergency management public awareness and education initiatives.	<p>Work with local groups to continue the education on CDEM topics</p> <p>CDEM message through public speaking engagements have been undertaken</p> <p>A close working relationship with partner agencies has been maintained for awareness and education</p>
Hazardous Substances .and New Organisms Act(HSNO)	<p>Keeping abreast of changes and amendments to the HSNO Act</p> <p>Planning and implementing Council's HSNO Act responsibilities where applicable</p> <p>Carrying out the functions of an Enforcement Officer pursuant to appropriate legislation</p>	<p>Appropriate information is supplied to Council.</p> <p>Council's requirements are assessed and implementation plans prepared</p> <p>Approved recommendations are implemented</p> <p>Duties are carried out as an Enforcement Officer as required</p>
Health, safety and compliance	<p>The CEO, as the Officer, has overall responsibility for the effective management of workplace health and safety within Ruapehu District Council (the PCBU).</p> <p>However, safety is everyone's responsibility, and all workers should strive to meet and exceed the requirements of the Health and Safety at Work Act 2015.</p>	<p>Demonstrate reasonable care of personal health and safety and care of others.</p> <p>Ensure policies and procedures relating to health and safety at the workplace are always adhered to. Co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.</p> <p>Report all hazards and risks in a timely manner in line with reporting procedures.</p>

	Take reasonable care of your own health and safety, with reasonable care that your actions or omissions do not affect the health and safety of other people.	
Technology and systems	Adhere to the use of council technologies and digital platforms inclusive of DWS and Microsoft programs.	Show a good working knowledge and use of our technology systems while ensuring related documents are accessible and up to date.

Any other information relevant to the position

The council is responsible for Civil Defence emergencies, and it is understood all employees will be trained and may be called on to keep open essential services, to participate in emergency management training and respond to adverse events and to assist in other duties as required.

PERSON SPECIFICATION

Professional & Technical Competencies

- Hold a robust knowledge of coordinating Incident Management Systems
- Personal qualification requirements in line with statutes

Formal qualifications

- Appropriate qualification or experience in supporting and managing emergency management and response
- Co-ordinated Incident Management Systems Levels 3 and 4
- Workplace first aid
- New Zealand Driver Licence - Class 2

Depth and breadth of experience needed

- Knowledge of responsibilities of Emergency Management staff, volunteers and Emergency Services
- Experience in the operation of an emergency operations centre
- Experience in emergency management incident control
- Ability to work with staff and public at all levels including senior management and elected members
- Organisational skills
- Ability to prepare and monitor budgets
- Energy and enthusiasm
- Flexibility and initiative
- Understanding of management of hazardous substances
- Willingness for ongoing development

- Ability to maintain confidentiality and work under pressure
- Highly developed written, verbal, and interpersonal skills in diverse situations
- Experience in emergency management incident control.
- Knowledge of weather systems
- Lateral thinking and solution orientated
- Knowledge and understanding of Civil Defence responsibilities under Local Government Act 2002
- Training in adult education
- Ability to respond to incidents and emergencies during and after work hours

POSITION-HOLDER:

NAME

SIGNATURE

DATE

MANAGER

NAME

SIGNATURE

DATE

Attachment 1

The Three Pillars of our work at RDC

People

- Our job is to serve the people of the Ruapehu. Every customer and community member is to feel that they are listened to, treated respectfully, and we 'go the extra mile' to find solutions for them;
- We must be good and sincere communicators, and 'do what we say we will do when we say we'll do it';
- We must ensure that our customers, including other staff are, satisfied with our service;
- We must each individually commit to building a great workplace, where every staff member "starts each day with a sense of purpose and ends each day with a sense of accomplishment".

Teamwork

- We must trust each other's abilities and roles in the organisation;
- We must respect each other's different perspectives, cultures, life and work experiences – because these are strengths;
- We must accept our limitations and need of others – to work together for better results for our customers and community.

Continuous Improvement

- We must accept responsibility and accountability for our own work;
- We must challenge and try to improve everything we do to deliver quality results;
- We must not be afraid to lead change to deliver better services to our community;
- We must commit to consistently achieving more cost-effective and smarter ways to work;
- We must provide effective and efficient services and assets to our communities at all times.