Job Description

Job title	Emergency Management Advisor
Group	Regulatory Services
Section	Bay of Plenty Emergency Management
Responsible to	Community Resilience
Responsibility for employees	None
Date	January 2017

Job purpose

The Bay of Plenty Emergency Management (BoPEM) department is a semi-autonomous organisation that provides regional and local Civil Defence Emergency Management (CDEM) services. The Civil Defence Emergency Management Group has tasked BoPEM with leading and coordinating CDEM activities on behalf of the local authorities within the Region (Tauranga City Council, Western Bay of Plenty District Council, Whakatane District Council, Kawerau District Council, Opotiki District Council and Rotorua Lakes District Council). Notwithstanding the obligations on all member organisations under the Civil Defence Act, BoPEM aims to strengthen organisational and community resilience through a collaborative and sharing approach.

The Bay of Plenty Group Vision is: *"A resilient Bay of Plenty: communities understanding and managing their risks."*

The emergency management advisor assists in the development of strategies, tools and programmes of work that support in building community and organisational resilience. The role has two distinct modes of operation; a business as usual component that focuses on relationship management and planning, and a response component that operates in a high stress environment, implementing procedures and adapting to the unfolding needs of an emergency.

The role holder may also be a Local Welfare Manager/Lifeline Utility Coordinator in the area assigned.

The position has two distinct modes of operation; a business as usual component that focuses on relationship management and planning for different types of emergencies, and a response component that operates in a high stress environment implementing previously rehearsed procedures and rapidly responding to the unfolding needs of an emergency.

This position is also required to provide generalist CDEM expertise and support in the management and delivery of the group work programme.

Emergency Management Advisors are one of the generic positions reporting to one of three CDEM Managers responsible for the respective functions of Planning and Development, Community Resilience, and Operational Readiness.

From time to time, EM Advisors may be assigned to work under the direction of either Area Coordinators or Senior Emergency Management Advisors.

Functional relationships (relating to others)

External	Purpose and frequency of contact	
• Senior management from Local Authorities within the Bay of Plenty region	• Coordination, advice and support	Weekly
• Senior representatives from partner organisations (Police, Fire, Health)	• Coordination, advice and support	Weekly
• Lifeline utility organisations	• Coordination, advice and support	Weekly
• Representatives from Central Government departments (MCDEM, MoE, MSD) and NGO's	• Coordination, advice and support	Weekly
• CDEM Managers and staff	• Coordination, advice and support	Daily
• CDEM Group CEG members	• Coordination, advice and support	Weekly
• CDEM Group Joint Committee members	• Coordination, advice and support	Occasionally
• Consultants and contractors	• Coordination, advice and support	Occasionally

Internal	Purpose and frequency of contact	
• Bay of Plenty Emergency Management staff	• Coordination, advice and support	Daily
• Staff at all levels within Bay of Plenty local authorities	• Leadership, coordination, advice and support	Daily
• Section Managers, Group Managers and the Chief Executive	• Coordination, advice and support	Weekly
• Councillors	• Coordination, advice and support	Occasionally

Key result areas

The job encompasses the following major functions or key result areas:

- Civil Defence Emergency Management
- Project and programme management
- Emergency Management
- Other Duties
- Relationship Management

- Corporate Contribution

The requirements in the above key result areas are broadly identified below:

Key accountabilities

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
1 Civil Defence Emergency Management	
Work as part of BoPEM in one of the following teams delivering outcomes in accordance with the CDEM strategic, Group, and annual plans. **Planning and Development:** The Planning and Development team is responsible for: • Developing Group strategy, plans and policy; • Reporting, monitoring and evaluation of CDEM activities; • Providing technology support; • Inculcating organisational philosophy within BoPEM leading to business improvement; • Providing business analyst and project management support; and • Managing CDEM hazards and risk. **Community Resilience** This team is charged with building resilience in the community through the following activities: • Developing and delivering education programmes; • Fostering effective networks; • Meeting the special needs of vulnerable communities; • Promoting a culture of business continuity planning; • Managing CDEM volunteers; • Managing CDEM readiness phase communications; and • Marketing preparedness enablers. • CDEM Welfare planning; and • Coordinating emergency public information activities. **Operational Readiness:** The Operational Readiness team is responsible for: • Planning and conducting training and exercises; • Developing and implementing response and recovery plans and systems; • Coordinating lifelines; • Managing response teams; • Developing ECC/EOC Systems and SOPs; • Managing ECC/EOC and response assets.	Carrying out the full range of assigned duties and tasks either individually or as a member of a team by: • Providing professional advice and services, utilising recognised specialist competencies to inform the approach and deployment of Office strategies (examples of special expertise might include logistics, training and education, systems and design, technology, marketing, business analysis, communications, risk management etc); • Engaging with the community and other key stakeholders; • Developing plans, programmes, systems and SOPs; • Delivering against agreed plans and programmes; • Carry out duties as assigned. From time to time, the nature of the CDEM environment will require an "all hands" approach to an emerging priority situation, requiring staff to be diverted from standard business as usual activities; • Carry out those standard tasks and actions required of any being a part of a high performing team.

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
Team placement will be determined by a combination of competency match, office priorities, and the need for individuals within teams to have the complementary skills necessary to deliver successful outcomes. **Other Duties** • Given the nature of Civil Defence and Emergency management, actual work focus may alter at short notice depending on emerging threats and challenges.	
2 **Project and programme management**	
• Undertake business analysis activities that inform the development of group-lead project briefs, that contribute towards an effective project management framework. • Lead in the coordination and collation of CDEM programmes of work across the group that supports: • A consistency in project delivery.	• CDEM activity is driven by evidence based need. • Projects are scoped in a consistent way and contribute towards the management of a robust and effective project management framework. • Outputs and outcomes from CDEM projects are monitored and reported to the Coordinating Executive Group and CDEM Group, demonstrating improvements for the Bay of Plenty region in a range of CDEM related areas. • Bay of Plenty CDEM activity is underpinned by appropriate policies and processes. • The Bay of Plenty CDEM Group contributes intellectually on national CDEM issues and to best practice debates.
3 **Emergency management**	
• Respond to emergency situations in accordance with Group plans and BoPEMO SOPs.	• Close up in the designated Emergency Operations Centre or as directed by the Director Emergency Management; • Assume the pre-assigned emergency response role; and • Carry out assigned tasks.
4 **Other duties**	
• Carry out duties as assigned. From time to time, the nature of the CDEM environment will require an "all hands" approach to an emerging priority situation, requiring staff to be diverted from standard business as usual activities.	• Carry out those standard tasks and actions required of being a part of a high performing team.
5 **Relationship management**	
• Establish and maintain close working relationships with internal and external contacts including local authorities, emergency services, non-government organisations, communities, suppliers, consultants, and contractors.	• Effective, professional relationships and partnerships are developed and maintained with internal and external contacts. • Professional image is conveyed in public forums.
6 **Corporate contribution**	
• Promote the implementation of the Corporate	• Corporate responsibilities are undertaken and

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
Culture Statement, Leadership Model and Health and Safety Systems. • Recognise individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015. • Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard. • Provide advice to BOPRC in order that Meet Bay of Plenty Regional Council' may meet its statutory responsibilities for civil defence and emergency management.	completed accurately, meeting specified standards and within agreed timeframes. • Hazards are identified and all incidents and accidents are reported. • Participate in any wellness programmes, such as stress management training and health monitoring. • BoPEM records are created and maintained in corporate information systems, meeting specified information management standards. • Participate in any civil defence and emergency management training initiatives and assist with any civil defence emergencies.

Delegations

Delegation as set out in the Chief Executive's Delegations Manual.

Freedom to act

Guidelines and support available to assist the jobholder to make decisions e.g. policy documents, standard procedures, reference to team leader or senior employees. If jobholder can make decisions without approval from anyone else, please note that authority.

• The jobholder has the freedom to make decisions within the previsions of the CDEM Act 2002, National CDEM Plans, MCDEM Director's Guidelines, Bay of Plenty CDEM Group Plan 2012-2017, Bay of Plenty CDEM Group Plans, SOP's and Policy documents of the Bay of Plenty CDEM Group and Bay of Plenty Regional Council.

• The jobholder acts under the direction of the Director, Emergency Management, and work-stream manager.

Work complexity

Most challenging duties typically undertaken:

• Leading the development and implementation of CDEM activities integrated across the 4R's in a range of differing organisations where cultures, work practices and funding models vary.

• Developing and maintaining strong, trusting relationships in a multi-agency setting that will effectively deliver coordinated response during emergency events.

Other aspects

Note any significant aspects of this job that have not been captured elsewhere in this document.

• The role holder may also be a Local Welfare Manager/Lifeline Utility Coordinator in the area assigned.

Person specification

Minimum academic qualifications and experience required:

Essential	Desirable (for recruitment purposes only)
• A recognised tertiary qualification at diploma (level 6) in a discipline relevant to emergency management, risk management and/or hazard management • A valid driver's licence required*[1]	• Coordinated Incident Management System (CIMS) Level 4

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
• 3-4 years' experience in emergency management or related field • Demonstrated experience in relevant project and/or programme management • Demonstrated critical thinking, strategic planning, performance monitoring and report writing experience • High level of computer literacy (including word processing, presentations, spreadsheet and project management applications) • High level of oral and written communication skills • Experience working in teams/building effective working relationships	• Knowledge of the Civil Defence Emergency Management Act 2002, National CDEM Strategy and the Resource Management Act 1991

Key skills / attributes / job specific competencies

The following indicates what would typically be expected for this role at a competent level:

Advanced knowledge	• Project and Programme management and the ability to effectively manage complex projects • Business analysis practice, and the ability to synthesis and distil large volumes of information to key themes • Demonstrated competent decision making within a high stress (emergency) situation • Well-developed report writing and presentation ability with high attention to detail • Well-developed facilitation and effective negotiation ability • Highly competent computing ability including Microsoft Office packages
Working knowledge	• Knowledge of various related Acts and legislation relating to emergency management and Council • Strong knowledge of emergency management principles and practices
Awareness	• Community, cultural and political awareness • Staff/contractor management • Budgeting and accounting

Personal attributes / key behaviours

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[1] *Driving record free of driving suspensions or convictions (excluding demerit points and infringement fees). Requirement for valid Driver's Licence may be waived if applicant has a driving-related disability.*

- Has ability to anticipate opportunities and develop strategies to improve effectiveness.
- Is able to lead but also to work effectively as part of a team.
- Solves problems and makes decisions quickly and confidently.
- Operates well under pressure.

Other requirements

- May require frequent travel within or outside Bay of Plenty region.
- Can be required to work outside normal hours sometimes for prolonged periods in response to emergency events.
- The position is required to be rostered on-call 24/7 for warnings and emergency events.
- May be asked to deploy to other areas of New Zealand to assist with emergency events.

Change to job description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

Recommended:

_____   _____
Manager   Date

Approved:

_____   _____
Manager   Date

Discussed with incumbent:

_____   _____
Employee   Date

Our values - our journey

A tatou haerenga

Our values reflect who we are and what is important to us.

Te Pumanawa 'the beating heart of the organisation'.

Our organisational values have been woven together following input from staff across the organisation, now it's up to each of us to bring these values to life in the work that we do every day.

TRUST	INTEGRITY	COURAGE
We trust each other and work to build trust	We do what we say we will do We act with purpose to achieve results	We act boldly to lead and do the right thing for our region
MANA (manaakitanga)	**KOTAHI (kotahitanga)**	**WHĀNAU (whanaungatanga)**
Mana ▪ Leadership ▪ Having strength and courage ▪ Being a positive influence ▪ Being proud and courageous ▪ Professionalism **Manaakitanga** ▪ Trust and respect ▪ Reciprocity (sharing) ▪ Nurture/support Mana has many meanings such as integrity, charisma and prestige. Manaaki means 'to nurture and support and help each other grow'. When you add the 'tanga' the word is enhanced.	▪ Unity ▪ Strong emphasis on collaboration ▪ Being inclusive ▪ Nurturing a positive team spirit ▪ Sense of ownership Kotahi means 'as one'. Adding the 'tanga' accentuates the word, giving it a wider meaning, bringing us together – 'strength in unity'.	▪ Strong focus on relationships. ▪ Having fun and being happy ▪ Socialising, including the importance of friends ▪ Supporting each other Whānau means family. Adding the 'tanga' extends the word to a wider whānau context. It has a very strong focus on relationship within the organisation.