

## Job Description

Job title	Advisor, Planning
Group	Regulatory Services
Section	Emergency Management Bay of Plenty
Responsible to	Manager, Planning
Responsibility for employees	Nil
Date	April 2022

### Job Purpose

The Emergency Management Bay of Plenty (EMBOP) department is a semi-autonomous organisation<sup>1</sup> that provides Civil Defence Emergency Management (CDEM) services to the Bay of Plenty CDEM Group and its member organisations. EMBOP is tasked with leading, coordinating, monitoring and reporting on the delivery of CDEM services as set out in the Bay of Plenty CDEM Group Plan, Bay of Plenty CDEM Group Annual Plan and supporting plans, agreements and policies. Notwithstanding the obligations on all member organisations under the CDEM Act 2002, EMBOP aims to strengthen organisational and community resilience through a collaborative partnership approach.

The Bay of Plenty CDEM Group Vision is: **“A safe, strong Bay of Plenty, together. Toi Moana, Kia Haumarū, Kia Kaha, Mā Tātau Katoa.”**

This role serves to deliver on the Bay of Plenty CDEM Group vision and is to provide support to the development, implementation and monitoring and reporting of the Bay of Plenty CDEM Group Plan, the Bay of Plenty CDEM Group Annual Plan and supporting CDEM Group Plans.

The role has two distinct modes of operation; a business as usual component that focuses on relationship management, collaboration 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.

<sup>1</sup> The Bay of Plenty Regional Council (BOPRC) is the administering authority as defined by s23(1) CDEM Act 2002  
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## Functional relationships (relating to others)

External	Purpose and frequency of contact
<ul style="list-style-type: none"> <li>Management from Local Authorities within the Bay of Plenty region</li> </ul>	<ul style="list-style-type: none"> <li>Coordination, advice and support Weekly</li> </ul>
<ul style="list-style-type: none"> <li>Representatives from partner organisations (Police, Fire, Health)</li> </ul>	<ul style="list-style-type: none"> <li>Coordination, advice and support Weekly</li> </ul>
<ul style="list-style-type: none"> <li>Lifeline utility organisations</li> </ul>	<ul style="list-style-type: none"> <li>Coordination, advice and support Weekly</li> </ul>
<ul style="list-style-type: none"> <li>Representatives from Central Government departments and NGO's</li> </ul>	<ul style="list-style-type: none"> <li>Coordination, advice and support Weekly</li> </ul>
<ul style="list-style-type: none"> <li>CDEM Managers and staff</li> </ul>	<ul style="list-style-type: none"> <li>Coordination, advice and support Daily</li> </ul>
<ul style="list-style-type: none"> <li>CDEM Group and Local Controllers</li> </ul>	<ul style="list-style-type: none"> <li>Coordination, advice and support Weekly</li> </ul>
<ul style="list-style-type: none"> <li>CDEM Group CEG and CEG Operations Subcommittee members</li> </ul>	<ul style="list-style-type: none"> <li>Coordination, advice and support Weekly</li> </ul>
<ul style="list-style-type: none"> <li>CDEM Group Joint Committee members</li> </ul>	<ul style="list-style-type: none"> <li>Coordination, advice and support Occasionally</li> </ul>
<ul style="list-style-type: none"> <li>Consultants and contractors</li> </ul>	<ul style="list-style-type: none"> <li>Coordination, advice and support Occasionally</li> </ul>
<ul style="list-style-type: none"> <li>Community Groups and members of the public</li> </ul>	<ul style="list-style-type: none"> <li>Coordination, advice and support Daily</li> </ul>

Internal	Purpose and frequency of contact
<ul style="list-style-type: none"> <li>Emergency Management Bay of Plenty staff</li> </ul>	<ul style="list-style-type: none"> <li>Coordination, advice and support Daily</li> </ul>
<ul style="list-style-type: none"> <li>Staff at all levels within Bay of Plenty local authorities</li> </ul>	<ul style="list-style-type: none"> <li>Leadership, coordination, advice and support Daily</li> </ul>
<ul style="list-style-type: none"> <li>Section Managers, Group Managers and the Chief Executive</li> </ul>	<ul style="list-style-type: none"> <li>Coordination, advice and support Occasionally</li> </ul>
<ul style="list-style-type: none"> <li>Councillors</li> </ul>	<ul style="list-style-type: none"> <li>Coordination, advice and support Occasionally</li> </ul>

## Key result areas

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

- Planning, Monitoring and Reporting
- Relationship management
- Bay of Plenty Regional Council Corporate contribution
- Emergency Response

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)
<b>1 Planning, Monitoring and Reporting</b>	
<ul style="list-style-type: none"> <li>Champion effective hazard risk management on behalf of the Group.</li> <li>Support identification and planning for the mitigation of all hazards and their consequences.</li> <li>Coordination of all CDEM Group reporting requirements, including preparing the CDEM Group annual and quarterly reports.</li> <li>Support all CDEM Group monitoring and evaluation programmes including maintenance of the CDEM Group Capability Risk Register</li> <li>Support the coordination of CDEM Group submissions to national and partner agency plans and policies</li> <li>Monitor and analyse national, regional and local emergency management practice to ensure that CDEM planning, policy and advice represents best practice.</li> <li>Provide advice and support through regular, relevant reports on progress, initiatives and issues.</li> </ul>	<ul style="list-style-type: none"> <li>Hazard risk management is integrated into CDEM planning.</li> <li>Hazard risk mitigation strategies are planned and implemented.</li> <li>High quality CDEM reporting including the CDEM Group annual and quarterly reports.</li> <li>CDEM Group Capability Risk Register is maintained and an effective monitoring mechanism.</li> <li>CDEM Group submissions demonstrate collaboration, informed contributions and meet prescribed deadlines.</li> <li>CDEM best practise is identified and integrated in CDEM planning.</li> <li>Effective advice and support is provided.</li> </ul>
<b>2 Relationship management</b>	
<ul style="list-style-type: none"> <li>Establish and maintain close working relationships with internal and external contacts including local authorities, emergency services, central government agencies, non-government organisations, communities, Māori, suppliers, consultants, and contractors.</li> <li>Ensure that the relationship between the EMBOP / CDEM Group and its key external stakeholders is positive and constructive.</li> <li>Manage strategic and operational CDEM stakeholder relationships at a local, group and national level.</li> <li>Represent EMBOP / CDEM Group at appropriate forums, committees, conferences, seminars and other events.</li> </ul>	<ul style="list-style-type: none"> <li>Effective, professional relationships and partnerships are developed and maintained with internal and external contacts.</li> <li>Key external stakeholders consider that their relationship with the EMBOP / CDEM Group is positive and constructive.</li> <li>Professional image is conveyed in public and sector forums.</li> </ul>
<b>3 Bay of Plenty Regional Council Corporate contribution</b>	
<ul style="list-style-type: none"> <li>Promote the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems.</li> </ul>	<ul style="list-style-type: none"> <li>Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.</li> </ul>

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
<ul style="list-style-type: none"> <li>Recognise individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015.</li> <li>Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard.</li> <li>Provide advice to BOPRC in order that Bay of Plenty Regional Council may meet its statutory responsibilities for civil defence and emergency management.</li> </ul>	<ul style="list-style-type: none"> <li>Hazards are identified and all incidents and accidents are reported.</li> <li>Participate in any wellness programmes, such as stress management training and health monitoring.</li> <li>EMBOP records are created and maintained in corporate information systems, meeting specified information management standards.</li> <li>Participate in any CDEM training initiatives and assist with any civil defence emergencies.</li> </ul>
<b>4 Emergency Response</b>	
<ul style="list-style-type: none"> <li>Respond to emergency situations in accordance with Bay of Plenty CDEM Group plans and EMBOP SOPs;</li> <li>Close up in the designated Emergency Centre or as directed by the Director Emergency Management;</li> <li>Assume the assigned emergency response role; and</li> <li>Carry out assigned tasks.</li> </ul>	<ul style="list-style-type: none"> <li>Effective contribution to the emergency response in accordance with prescribed procedures and protocols.</li> <li>Pre-existing professional relationships are maintained and developed and new, professional relationships are identified and established.</li> </ul>

## 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.

- Acts in accordance with CDEM Act 2002, National CDEM Plan Order 2015, Ministry of Civil Defence & Emergency Management (MCDEM) Directors Guidelines (DGL's), the Bay of Plenty CDEM Group Plan, Bay of Plenty CDEM Group Annual Plan and supporting plans, agreements and policies.
- Required to make decisions based on limited available information, under pressure during emergency situations.
- Receives guidance and support from Managers, Planning and Operations, Principle Advisors, Senior Advisors and Advisors in EMBOP.
- Guidance and direction provided by the Director, Emergency Management. Technical Advice and support from the Ministry of Civil Defence & Emergency Management (MCDEM).

## Work complexity

Most challenging duties typically undertaken:

- Support the Group Controller in leading a CDEM Group response to emergency events at no notice in a high stress environment.
- Lead and/or coordinate and/or support the development and implementation of CDEM activities integrated across the 4 R's (reduction, readiness, response and recovery) in a range of differing organisations, where cultures, work practices and funding models vary.
- Develop and maintaining strong, trusting relationships in a multi-agency setting that will effectively deliver coordinated response activate during emergency events.
- Effective cross functional, cross organisational and cross agency collaboration to deliver emergency management services to the communities of the Bay of Plenty CDEM Group.

## Other aspects

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

- The position will also fulfil the role of an Emergency Management Advisor in an emergency response, and will support the Group Controller in leading the CDEM Group response to major emergencies and disasters.
- This position will provide for 24/7 emergency on call through a duty arrangement system.
- Emergency Management roles are classified safety sensitive roles under the BOPRC Drug and Alcohol Standard Operating Procedure and as such are subject to pre-employment, random and post-event testing.

## Person specification

Minimum academic qualifications and experience required:	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> <li>• A recognised tertiary qualification at diploma (level 6 or above) in a discipline relevant to emergency management, risk management and/or hazard management and/or relevant experience.</li> <li>• A valid class 1 driver's licence – manual vehicle.<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Coordinated Incident Management System (CIMS) Level 4 or be able to achieve within 6 months</li> <li>• IAP2 : International Association for Public Participation qualified (or working towards)</li> <li>• Associate Emergency Manager (AEM) Certification from the International Association of Emergency Managers (IAEM) or be able to achieve in 2 years</li> </ul>

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)

<sup>2</sup> 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.

<ul style="list-style-type: none"> <li>• 3-4 years' experience in emergency management, planning or related field</li> <li>• Demonstrated experience in relevant project and/or programme management</li> <li>• Demonstrated critical thinking, strategic planning, performance monitoring and report writing experience</li> <li>• High level of computer literacy (including word processing, presentations, spreadsheet and project management applications)</li> <li>• High level of oral and written communication skills</li> <li>• Experience working in teams/building effective working relationships</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the Civil Defence Emergency Management Act 2002, National Disaster Resilience Strategy and the National CDEM Plan Order 2015</li> </ul>
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**Key skills / attributes / job specific competencies**

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

Advanced knowledge	<ul style="list-style-type: none"> <li>• Knowledge and experience of best practice programme/project management techniques</li> <li>• Ability to resolve issues to ensure programme success</li> <li>• Define, document and agree scope in a way that makes it clear for all stakeholders the project/programme outcomes</li> <li>• Ensuring appropriate quality assurance and risk management processes and policies are in place and operating effectively</li> <li>• Working with others to build a matrix, programme management framework and capability for the Bay of Plenty CDEM Group to help best achieve its broader outcomes</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• Health and safety legislation and personal H&amp;S obligations</li> <li>• Ability to operate in an environment of uncertainty and incomplete information and make well-reasoned decisions</li> <li>• Ability to foresee and avoid problems before they occur wherever possible</li> <li>• Knowledge and experience of best practice programme/project management methodologies and techniques to provide sound advice and support to Project Managers and Project Coordinators</li> <li>• Drive, energy and determination to move the programme of work forward</li> <li>• Proactively and assertively managing resources external to the immediate programme (e.g. contractors) to ensure the needs of the programmes and projects are met</li> <li>• Software – Microsoft Office and Project Management Software</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Community, cultural and political awareness</li> </ul>

**Personal attributes / key behaviours**

- 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 CDEM Group.
- Can be required to work outside normal hours sometimes for prolonged periods in response to 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.

### Approved:

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Manager

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Date

### Discussed with incumbent:

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Employee

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Date



# OUR VALUES

## What our organisational values mean to Emergency Management Bay of Plenty

<ul style="list-style-type: none"> <li>• As one. A collaborative approach to Emergency Management.</li> <li>• Unity through mutual agreement, uniformity and consistency.</li> <li>• Being inclusive, using the collective strengths each member brings to the table.</li> <li>• Recognising, understanding and celebrating diversity within our team.</li> <li>• Nurturing a positive team environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Pride in who we are and what we do.</li> <li>• Strong leadership and decision making.</li> <li>• Being a positive influence.</li> <li>• Professionalism.</li> <li>• Respect for ourselves and each other.</li> <li>• Helping each other in times of need.</li> <li>• To nurture, support and help each other grow.</li> </ul>
<p><b>KOTAHITANGA</b></p> <ul style="list-style-type: none"> <li>• We act with purpose and strive to achieve excellence.</li> <li>• We are reliable and do what we say we are going to do.</li> <li>• We are accountable for our actions and decisions to:             <ul style="list-style-type: none"> <li>- Each other.</li> <li>- Our partner agencies.</li> <li>- The BOP community.</li> </ul> </li> <li>• We will engage our customers when considering their needs.</li> </ul>	<p><b>MANAAKITANGA</b></p> <ul style="list-style-type: none"> <li>• All relationships are built on trust.</li> <li>• We trust each other to do their jobs.</li> <li>• Trust relies on open and honest communication.</li> <li>• Building trust with our partner agencies.</li> <li>• EMBOP is the trusted authority on Emergency Management and we inspire confidence within the BOP community.</li> <li>• The community trusts EMBOP to do the right thing in a Response.</li> </ul>
<p><b>INTEGRITY</b></p> <ul style="list-style-type: none"> <li>• Emergency Management is built on developing and maintaining positive relationships.</li> <li>• Taking an interest in and caring about our colleagues.</li> <li>• Strong focus on two-way communications.</li> <li>• Supporting each other.</li> <li>• Fostering an enjoyable work environment.</li> <li>• Gaining a sense of belonging, while knowing how our different roles can achieve excellence by working together.</li> </ul> <p>Whanaungatanga has a very strong focus on relationships within the organisation.</p> <p><b>WHANAUNGATANGA</b></p>	<p><b>TRUST</b></p> <ul style="list-style-type: none"> <li>• We act boldly to lead and do the right thing for our CDEM Group.</li> <li>• Standing up and being heard.</li> <li>• Having the courage to listen, learn and change (if required).</li> <li>• Not taking the path of least resistance when we know it isn't right.</li> <li>• The courage to speak the hard truths if necessary, supported by professional judgement.</li> <li>• The courage to lead through adversity.</li> </ul> <p><b>COURAGE</b></p>

**THESE VALUES LEAD TO ACHIEVING EXCELLENCE**

- Producing work that surpasses clients' expectations.
- Continually improving and refining.
- Achieving the balance with everything in our lives (work/home/recreation/family).
- Seeking to be the "best" CDEM Group in the country.
- Always adding value.
- Focussing our efforts only on work that 'makes the boat go faster'.

