



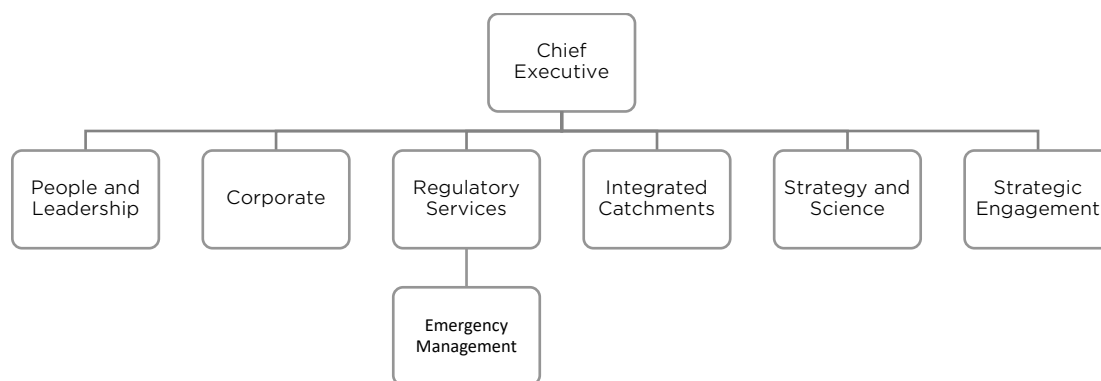
Job Description

Job title	Senior Advisor, Planning
Group	Regulatory Services
Section	Emergency Management Bay of Plenty
Responsible to	Manager, Planning
Responsibility for employees	Nil
Date	July 2026

Our organisation

About us	Toi Moana Bay of Plenty Regional Council's work guides and supports the sustainable development of the Bay of Plenty. We are responsible for land, air and water, as well as public transport and economic development. We want to make sure our region grows and develops in a way that keeps its values safe for future generations.
Our vision	Our vision of "Thriving together – mō te taiao, mō ngā tangata" means we want to ensure that both the environment and the people in the region thrive. Looking after the environment is at the heart of what we do.
Our values	Our values reflect who we are and what is important to us: Trust, Integrity, Courage, Manaakitanga, Kotahitanga, Whanaungatanga.
Our leadership model	Te Pae Rangatira, means 'The Model of Leadership'. In Māori, it is said a Rangatira (Leader) is one who is able to raranga (weave) their tira (group of people) together. Leadership at Toi Moana is guided by four pou whirinaki (pillars of guidance), these are: Care, Collaborate, Navigate and Balance.
Partnerships with Māori	Māori hold a unique role in shaping and contributing to regional leadership and direction.
Our community outcomes	Our community outcomes describe what we're working towards achieving for the Bay of Plenty: ○ He taiao ora - a healthy environment, ○ He hapori mata-hī awatea - future ready communities, ○ Ngā hapori e honoa ana, e whakamanatia ana hoki – Connected and enabled communities, ○ He whanaketanga mauri tū roa – Sustainable development, ○ Te Ara Poutama – The Pursuit of Excellence. Directly or indirectly, your work will feed into helping us achieve one or more of these outcomes.

Our team



Job purpose

Toi Moana Bay of Plenty Regional Council (BOPRC) is committed to its' vision of thriving together through the delivery of strong community outcomes. It is our people and their commitment to first class leadership and high performing teams which will ensure this delivery.

The Emergency Management Bay of Plenty (EMBOP) department is a semi-autonomous organisation¹ 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 coordinate the development, implementation and monitoring and reporting of the Bay of Plenty CDEM Group Plan, the Bay of Plenty CDEM Group Annual Plan, supporting CDEM Group Plans and a continuous improvement programme.

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.

Functional relationships

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

¹ The Bay of Plenty Regional Council (BOPRC) is the administering authority as defined by s23(1) CDEM Act 2002

• Representatives from Central Government departments and NGO's	• Coordination, advice and support	Weekly
• CDEM Managers and staff	• Coordination, advice and support	Daily
• CDEM Group and Local Controllers	• Coordination, advice and support	Weekly
• 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
• Community Groups and members of the public	• Coordination, advice and support	Daily

Internal	Purpose and frequency of contact	
• Emergency Management Bay of Plenty 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	Occasionally
• Councillors	• Coordination, advice and support	Occasionally
• Emergency Management Bay of Plenty staff	• Coordination, advice and support	Daily

Key result areas

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

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

Key accountabilities

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

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
1. Planning, Monitoring and Reporting	
• Coordinate effective hazard risk management on behalf of the Group. • Coordinate identification and planning for the mitigation of hazards and their consequences.	• Hazard risk management is integrated into CDEM planning. • Hazard risk mitigation strategies are planned and implemented.

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
• Lead Strategic and Response Plan development to ensure plans are fit for purpose, regularly reviewed and updates to reflect emergency risks, lessons learned and changes in operational context. • Support CDEM Group reporting requirements, including preparing the CDEM Group annual and quarterly reports. • Lead programme management and development including scope, timing, resource costs and procurement. • Lead the coordination of CDEM Group submissions to national and partner agency plans and policies • Monitor and analyse national, regional and local emergency management practice to ensure that CDEM planning, policy and advice represents best practice. • Provide advice and support through regular, relevant reports on progress, initiatives and issues. • Lead the development, implementation and continuous improvement of emergency response plans aligned with organisational objective, legislative requirements and best practice frameworks. • Support the development, implementation and reporting of a continuous improvement programme. • To carry out any other duties as reasonably requested by the employer, which are consistent with the skills and scope of the role.	• Response plans are purposeful and are up to date with legislative requirements and latest best practice. • High quality CDEM reporting including the CDEM Group annual and quarterly reports. • Tasks and Projects are completed on time and within budget. • CDEM Group submissions demonstrate collaboration, informed contributions and meet prescribed deadlines. • CDEM best practise is identified and integrated in CDEM planning. • Effective advice and support is provided. • Effective continuous improvement programme is in place to build and enhance CDEM service delivery.
2. Relationship Management	
• 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. • Ensure that the relationship between the EMBOP / CDEM Group and its key external stakeholders is positive and constructive. • Manage strategic and operational CDEM stakeholder relationships at a local, group and national level. • Represent EMBOP / CDEM Group at appropriate forums, committees, conferences, seminars and other events.	• Effective, professional relationships and partnerships are developed and maintained with internal and external contacts. • Key external stakeholders consider that their relationship with the EMBOP / CDEM Group is positive and constructive. • Internal stakeholders consider their relationship positive and constructive. • Professional image is conveyed in public and sector forums.
3. Bay of Plenty Regional Council Corporate contribution	

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
- Promote the implementation of the Corporate 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 Bay of Plenty Regional Council may meet its statutory responsibilities for civil defence and emergency management.	- Corporate responsibilities are undertaken and 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. - EMBOP records are created and maintained in corporate information systems, meeting specified information management standards. - Participate in any CDEM training initiatives and assist with any civil defence emergencies.
4. Emergency Response	
	- Effective contribution to the emergency response in accordance with prescribed procedures and protocols. - Pre-existing professional relationships are maintained and developed and new, professional relationships are identified and established.

Delegations

Delegations as set out in the Chief Executives 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, National Emergency Management Agency (NEMA) 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, Principal Advisors, Senior Advisors and Advisors in EMBOP.
- Guidance and direction provided by the Director, Emergency Management. Technical Advice and support from the National Emergency Management Agency (NEMA).
- Reports and plans for final sign off by Director, Emergency Management Bay of Plenty.

Work complexity

Most challenging duties typically undertaken:

- Support the Group Controller in leading a CDEM Group response to emergency events at in a high pressure 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.
- Mentor and guide Advisors in EMBOP to deliver CDEM as a team.

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 under the CDEM Act 2002 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 required:	
Essential	Desirable (for recruitment purposes only)
• A recognised bachelor's degree in a discipline relevant to emergency management, risk management and/or hazard management and/or relevant experience. • A valid class 1 driver's licence.²	• Coordinated Incident Management System (CIMS) Level 4 or be able to achieve within 6 months • IAP2 : International Association for Public Participation qualified (or working towards) • Associate Emergency Manager (AEM) Certification from the International Association of Emergency Managers (IAEM) or be able to achieve in 2 years

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
• 5-6 years' experience in emergency management planning or related field. • Demonstrated experience in relevant project and/or programme management.	Knowledge of the Civil Defence Emergency Management Act 2002, National Disaster Resilience Strategy and the National CDEM Plan Order 2015

² 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.

• Demonstrated critical thinking, strategic planning, performance monitoring and report writing experience. • High level of computer literacy (including word processing, presentations, spread sheet and project management applications). • High level of oral and written communication skills. • Experience working in teams / building effective working relationships. Proven skills in building and maintaining working relationships.	
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Key skills / 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. • Research and analysis – comprehensive researching, analysing and summarising of information, making sense of large amounts of data.
Working knowledge	• Health and safety legislation and personal H&S obligations • Ability to operate in an environment of uncertainty and incomplete information and make well-reasoned decisions • Ability to foresee and avoid problems before they occur wherever possible • Knowledge and experience of best practice programme/project management methodologies and techniques to provide sound advice and support to Project Managers and Project Coordinators • Drive, energy and determination to move the programme of work forward • Proactively and assertively managing resources external to the immediate programme (e.g. contractors) to ensure the needs of the programmes and projects are met • Software – Microsoft Office and Project Management Software • Knowledge of relevant legislation and comprehensive emergency management principles and practices.
Awareness	• Community, cultural and political awareness. • Contractor management.

Personal attributes / key behaviours

- Empowers programme wide results by creating, leading and motivating people towards achieving organisational goals and wider benefits.
- Strong communication skills including written and oral presentation skills.
- Build strong and trusting relationships
- Sound judgement and initiative.
- Sound decision making skills.
- Effective time management.
- Problem solving skills.
- Self-motivated and able to work unsupervised.
- Negotiation skills with ability to resolve conflict situations.
- Desire to enhance knowledge and skills.
- Positive, professional, and solutions focused.

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.

Approved:

Manager

Date

Discussed with job holder:

Employee

Date