



# Job Description

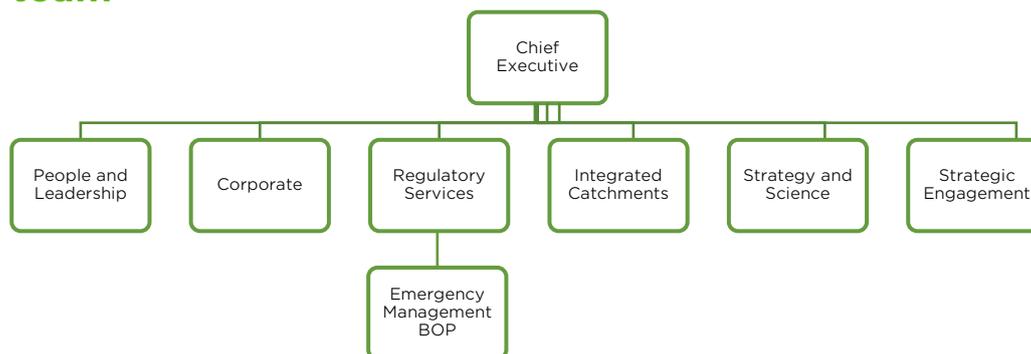
[www.embop.govt.nz](http://www.embop.govt.nz)

Job title	Regional Manager, Emergency Management Bay of Plenty
Group	Regulatory Services
Section	Emergency Management
Responsible to	<ul style="list-style-type: none"> <li>General Manager Regulatory Services (as employer)</li> <li>Chair of the Coordinating Executive Group (operationally)</li> </ul>
Responsibility for employees	Manager Operations, Manager Planning, Principal Advisor, Manager Risk and Engagement, Executive Assistant
Date	March 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 and Te Tiriti o Waitangi	The Treaty principles and the partnership upon which it is founded are an established part of our local government framework. As Treaty partners, Māori hold a unique role in shaping and contributing to regional leadership and direction.
Our community outcomes	<p>Our community outcomes describe what we're working towards achieving for the Bay of Plenty:</p> <ul style="list-style-type: none"> <li>○ He taiao ora - a healthy environment,</li> <li>○ He hapori mata-hī awatea - future ready communities,</li> <li>○ Ngā hapori e honoa ana, e whakamanatia ana hoki - Connected and enabled communities,</li> <li>○ He whanaketanga mauri tū roa - Sustainable development,</li> <li>○ Te Ara Poutama - The Pursuit of Excellence.</li> </ul> <p>Directly or indirectly, your work will feed into helping us achieve one or more of these outcomes.</p>

## 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.

Emergency Management Bay of Plenty (EMBOP) is a semi-autonomous organisation<sup>1</sup> that provides leadership and coordination of the Civil Defence Emergency Management effort of the seven Local Authorities of the Bay of Plenty CDEM Group. 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 through a CDEM Workforce of approximately 430 staff across the seven Local Authorities

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

The position is a critical role to the Bay of Plenty region leading the strategic planning, management and coordination of CDEM services for the Bay of Plenty CDEM Group. This includes ensuring continuous improvement in the Bay of Plenty CDEM Group’s planning, response and recovery capability and performance. Success in the role will be achieved through building a high performing engaged team, and through the seamless integration of work programmes involving EMBOP, Councils and other CDEM Group partners.

This job exists to provide strategic leadership, management and coordination of activities across the Bay of Plenty CDEM Group ensuring effective delivery of the Group Plan, and the realisation of the Group’s vision, **“A safe, strong Bay of Plenty, together. Toi Moana, Kia Haumarū, Kia Kaha, Mā Tātau Katoa.”**

The Regional Manager, Emergency Management Bay of Plenty is a member of the Coordinating Executive Group, which is collectively responsible for providing strategic leadership and direction to the Bay of Plenty Civil Defence Emergency Management Group.

## Functional relationships

External	Purpose and frequency of contact	
<ul style="list-style-type: none"> <li>Chief Executives and senior management from Local Authorities within the Bay of Plenty Region</li> </ul>	<ul style="list-style-type: none"> <li>CDEM work programme coordination between Local Authorities</li> </ul>	Weekly

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

<ul style="list-style-type: none"> <li>Senior representatives from partner organisations (Police, Fire, Health)</li> </ul>	<ul style="list-style-type: none"> <li>CDEM work programme coordination between Group and Service Organisations</li> </ul>	Weekly
<ul style="list-style-type: none"> <li>Representatives from partner organisations</li> </ul>	<ul style="list-style-type: none"> <li>Regional/National CDEM coordination</li> </ul>	Weekly
<ul style="list-style-type: none"> <li>Officials at National, Group and Local levels</li> </ul>	<ul style="list-style-type: none"> <li>Strategic leadership, coordination, advice and support</li> </ul>	Daily
<ul style="list-style-type: none"> <li>News media</li> </ul>	<ul style="list-style-type: none"> <li><b>Spokesperson</b></li> </ul>	As required
<ul style="list-style-type: none"> <li>Lifeline utility organisations</li> </ul>	<ul style="list-style-type: none"> <li>Coordination, advice and support</li> </ul>	Weekly
<ul style="list-style-type: none"> <li>Representatives from Central Government departments and NGOs</li> </ul>	<ul style="list-style-type: none"> <li>Coordination, advice and support</li> </ul>	As required
<ul style="list-style-type: none"> <li>CDEM Managers and staff</li> </ul>	<ul style="list-style-type: none"> <li>Coordination, advice and support</li> </ul>	Weekly
<ul style="list-style-type: none"> <li>CDEM Group CEG and CEG Local Authority Subcommittee members</li> </ul>	<ul style="list-style-type: none"> <li>Leadership, coordination, advice and support</li> </ul>	Weekly
<ul style="list-style-type: none"> <li>CDEM Group Joint Committee members</li> </ul>	<ul style="list-style-type: none"> <li>Strategic coordination, advice and support</li> </ul>	Weekly
<ul style="list-style-type: none"> <li>Consultants and contractors</li> </ul>	<ul style="list-style-type: none"> <li>Coordination, advice and support</li> </ul>	As required
<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</li> </ul>	Weekly
<ul style="list-style-type: none"> <li>CDEM Alternative Group and Local Controllers</li> </ul>	<ul style="list-style-type: none"> <li>Active engagement ensuing readiness and coordination during response</li> </ul>	Weekly
<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Bay of Plenty CDEM Group Work Programme delivery and reporting</li> </ul>	
<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Reporting and policy decision making</li> </ul>	Weekly
<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Work Programme delivery</li> </ul>	Weekly
<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Public engagement</li> </ul>	As required

<b>Internal</b>	<b>Purpose and frequency of contact</b>	
<ul style="list-style-type: none"> <li>Chief Executive BOPRC</li> </ul>	<ul style="list-style-type: none"> <li>Response reporting during emergencies</li> <li>Coordination, advice and support</li> </ul>	As required
<ul style="list-style-type: none"> <li>GM, Regulatory Services</li> </ul>	<ul style="list-style-type: none"> <li>Provision of information, advice and responding to queries</li> </ul>	Daily
<ul style="list-style-type: none"> <li>Bay of Plenty EMBOP team</li> </ul>	<ul style="list-style-type: none"> <li>Leadership, people management, coordination, advice and support</li> </ul>	Daily
<ul style="list-style-type: none"> <li>Chief Executive, General Managers, Group</li> </ul>	<ul style="list-style-type: none"> <li>Group CDEM training and delivery</li> </ul>	Daily

Managers, Managers and Team Leaders	<ul style="list-style-type: none"> <li>• Provision of information and advice</li> <li>• Coordination and support</li> </ul>	
<ul style="list-style-type: none"> <li>• Councillors</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and support</li> </ul>	As required

## Key result areas

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

- Strategic leadership and oversight
- Programme management
- Response as Group Controller
- Leadership and people management
- Financial management
- Relationship management
- Corporate contribution

## Key accountabilities

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

<b>Key accountabilities</b> (You are responsible for)	<b>Key accountability measures</b> (You will be successful when)
<p><b>1. Strategic Leadership and Oversight</b></p> <ul style="list-style-type: none"> <li>• Provides strategic coordination, advice and support to the Bay of Plenty CDEM Group Joint Committee and Coordinating Executive Group (CEG) Chair and members to maximise public good and efficiently and effectively achieving the Group's strategic goals.</li> <li>• Participates collegially and collectively as a member of the Coordinating Executive Group (CEG).</li> <li>• Oversees the development, implementation and monitoring of approved strategic and business plans for the Civil Defence Emergency Management Group.</li> <li>• Implement appropriate strategies, systems, procedures, and tools to improve the delivery of emergency management services, across the 4 R's - reduction, response, readiness and recovery.</li> <li>• Provide leadership in the response to emergency management policy requirements on behalf of the Group with Central Government Agencies.</li> <li>• Identify gaps in operational policy with respect to CDEM and provide subject</li> </ul>	<ul style="list-style-type: none"> <li>• Influences at the governance level.</li> <li>• CEG is successful in fulfilling its functions under section 20 of the CDEM Act 2002.</li> <li>• Demonstrates strategic decision making that influences others and drives change.</li> <li>• Steers negotiations successfully through complex issues.</li> <li>• Strategic and business plans are approved and implemented, and regular monitoring reports are provided.</li> <li>• Strategies, systems, procedures, and tools are implemented that lead to a measurable improvement in the delivery of emergency management services.</li> <li>• Timely advice is provided on behalf of the Group to Central Government agencies where required.</li> <li>• Strategies, plans and operational policy are developed by the Emergency Management Bay of Plenty department and by local emergency management offices that meets identified gaps and</li> </ul>

<b>Key accountabilities</b> (You are responsible for)	<b>Key accountability measures</b> (You will be successful when)
<p>matter expertise to CEG in the development of operational policy.</p> <ul style="list-style-type: none"> <li>• Lead and oversee the critical thinking and development of planning processes ensuring operational plans are joined up, monitored, reported and reviewed.</li> <li>• Provide emergency management leadership, support, and guidance to CEG, key stakeholders and the Joint Committee where required in the development of strategic plans, identification of strategic risk and integration of emergency management within corporate planning processes. Management information to CEG to enable informed decision making.</li> <li>• Operate collaboratively, with a focus on cross organisation connections both within the organisation and externally with key stakeholders.</li> <li>• Understands the political operating environment and is able to proactively address issues before they occur and tailor information accordingly.</li> </ul>	<p>enables Bay of Plenty CDEM Group to be professionally regarded.</p> <ul style="list-style-type: none"> <li>• There is mutual engagement and participation in strategic planning processes by Bay of Plenty CDEM and its strategic partners.</li> <li>• CEG Chair, CEO and GM Regulatory Services (BOP Regional Council) are appropriately always briefed and kept up to date with relevant information.</li> <li>• Collaborations within Council and with stakeholders are professional and reflect the values of the Council.</li> </ul>
<b>2. Programme Management</b>	
<ul style="list-style-type: none"> <li>• Provide leadership and direction to EMBOP, Local CDEM staff and the CDEM workforce for the Bay of Plenty region ensuring that arrangements are in place to manage emergency events.</li> <li>• Manage and coordinate the delivery of CDEM projects across the 4R's at a Group and Local level that give effect to the CDEM Group plan. Provide strategic direction to local authorities in the delivery of local work plans across the 4R's.</li> <li>• Ensure compliance with the CDEM Act through appropriate monitoring and reporting to CEG and the Joint Committee and provide subject matter expertise and advice to support decision making.</li> <li>• Maintain the Group Emergency Coordination Centre (GECC) and 6 Local Emergency Operations Centres (EOC's) capability to a CEG approved standard at all times.</li> <li>• Prepare and manage the budget for the Bay of Plenty Emergency Management including quarterly and annual financial</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic leadership, guidance and technical advice is provided to CEG and other key CDEM stakeholders that is based on a comprehensive analysis of key issues, consideration of best practice and is provided in a timely and professional manner</li> <li>• The GECC and 6 x Local EOC's including people, place and process components, is ready for response.</li> <li>• Budgets are prepared on time and managed in accordance with expectations and standards of Regional</li> </ul>

<b>Key accountabilities</b> (You are responsible for)	<b>Key accountability measures</b> (You will be successful when)
<p>reporting to Regional Council, BOP CDEM Group Joint Committee and the CEG.</p> <ul style="list-style-type: none"> <li>• Providing emergency management support and professional advice during non CDEM emergencies where requested that facilitate effective emergency response by the Lead Agency.</li> <li>• Actively and enthusiastically promoting the concept of continuous improvement within the team.</li> </ul>	<p>Council, BOP CDEM Group Joint Committee and CEG.</p> <ul style="list-style-type: none"> <li>• Emergency Management principles are applied, and guidance is provided that supports emergency management where CDEM is not the lead agency.</li> <li>• Work practises reflect continuous improvement thinking and activity.</li> </ul>
<b>3. Response (as Group Controller)</b>	
<ul style="list-style-type: none"> <li>• May undertake duties of the Group Controller leading the CDEM Group response during emergency situations in accordance with the CDEM Act 2002.</li> <li>• Provide appropriate and timely advice and support to local controllers.</li> <li>• Ensure the involvement and contribution of partner organisations in an emergency response as per the Group plan, National CDEM plan and CDEM Act 2002.</li> <li>• Provide confidence to National Controller that emergency events are being effectively managed.</li> </ul>	<ul style="list-style-type: none"> <li>• The Bay of Plenty CDEM group responds effectively to any emergency event in accordance with legislation.</li> <li>• Professional emergency management advice, liaison and support are provided to other lead agencies during an emergency.</li> </ul>
<b>4. Leadership and People Management</b>	
<ul style="list-style-type: none"> <li>• Provide supportive leadership, motivating and directing employees as they work.</li> <li>• Effectively communicate current activities and policies</li> <li>• Plan for the most efficient and effective use of resources to help the EMBOP team and CDEM group members to achieve or exceed objectives.</li> <li>• Conduct the performance management process working with employees to develop, monitor, and review employees work performance.</li> <li>• Managing external contractors, consultants, projects, project teams, and managing the quality and timeliness of outputs.</li> <li>• Recruit in conjunction with the People &amp; Capability and in consultation with the General Manager Regulatory Services.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct actively contributes to the building of a motivated and successful team.</li> <li>• Employee turnover is within acceptable level and appropriately skilled employees are recruited and retained.</li> <li>• EMBOP team are professional in approach and contribute individually and collectively to the organisation's success.</li> <li>• The performance review process is carried out on time with all employees.</li> <li>• Employees have a learning and development programme.</li> <li>• Staff take a practical and innovative approach to solving complex problems, including providing practical feedback.</li> </ul>

<b>Key accountabilities</b> (You are responsible for)	<b>Key accountability measures</b> (You will be successful when)
<b>5. Financial Management</b>	
<ul style="list-style-type: none"> <li>• Oversee and manage the EMBOP budget.</li> <li>• Provide strategic advice and input to Annual and Long-Term Plan processes and budgets</li> <li>• Comply with systems and processes to effectively manage Group financial resources.</li> <li>• Monitor financial performance of the Group to ensure effective and appropriate management of budget.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual budget and financial objectives are approved on time.</li> <li>• Audit reports endorse compliance with financial systems and processes.</li> <li>• Financial performance is closely monitored and reported to the Bay of Plenty CDEM Group Joint Committee and Bay of Plenty Regional Council.</li> </ul>
<b>6. 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, non-government organisations, Māori /iwi, communities, 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>• Generates interest and understanding of key issues by encouraging partners to take ownership of problems and opportunities.</li> <li>• Actively seeks solutions to overcome barriers to relationships.</li> <li>• Demonstrates an awareness of the environment within which CDEM operates by ensuring that information and presentations are delivered with the appropriate level of professionalism and are tailored to the level of understanding of the audience.</li> <li>• Professional image is conveyed in public forums.</li> </ul>
<b>7. 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> <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> </ul>	<ul style="list-style-type: none"> <li>• Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.</li> <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</li> </ul>

<b>Key accountabilities</b> (You are responsible for)	<b>Key accountability measures</b> (You will be successful when)
<ul style="list-style-type: none"> <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>systems, meeting specified information management standards.</li> <li>Participate in any civil defence and emergency management training initiatives and assist with any civil defence emergencies.</li> </ul>

## Delegations

Delegations as set out in the Chief Executives Delegations Manual.

## Freedom to act

- Acts in accordance with CDEM Act 2002, The Bay of Plenty CDEM Group Plan and Standard Operating Procedures developed for the Group.
- Required to make decisions based on limited available information, under pressure during emergency situations.
- Receives guidance and support from Managers of Planning, Operations and Risk and Engagement, Principal Advisor, and support from Group Controllers and Local Controllers during emergencies.
- Strategic guidance and direction provided by the Coordinating Executive Group (CEG).
- Technical Advice and support from the National Emergency Management Agency (NEMA).
- Executive support and advice from the CEG Local Authorities Subcommittee.

## Work complexity

Most challenging duties typically undertaken:

- Lead Group response<sup>2</sup> to emergency events at no notice in a high pressure environment.
- Lead the development and implementation of CDEM activities integrated across the 4 R's 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 activated during emergency events.
- Lead and inspire emergency management staff across EMBOP and the Bay of Plenty CDEM workforce to deliver CDEM consistently in accordance with community and iwi needs.

## Other Aspects

The Regional Manager may fulfil the role of Group Controller under the CDEM Act 2002. The Group Controller responsibilities include 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

<b>Minimum academic qualifications required:</b>	
<b>Essential</b>	<b>Desirable</b> (for recruitment purposes only)
<ul style="list-style-type: none"> <li>Recognised degree in a discipline relevant to emergency management, risk management, and/or hazard management and/or equivalent combination of education and experience</li> <li>A valid driver's licence required*<sup>3</sup></li> </ul>	<p>Civil Defence Emergency Management (CDEM) Controller Trained or be able to achieve within prescribed period.</p> <ul style="list-style-type: none"> <li>Coordinated Incident Management System (CIMS) Level 4 or be able to achieve within 6 months</li> </ul> <p>Associate Emergency Manager (AEM) Certification from the International Association of Emergency Managers (IAEM) or be able to achieve in 2 years</p>

<b>Knowledge / experience</b> (indicate years of experience required as appropriate)	
<b>Essential</b>	<b>Desirable</b> (for recruitment purposes only)
<ul style="list-style-type: none"> <li>A minimum of 10 years of senior management experience relevant to emergency management including reduction, readiness, response and recovery.</li> <li>Leadership experience in response environments.</li> <li>Experience in developing and implementing process improvements.</li> <li>Experience in managing significant budgets (&gt;\$1M).</li> <li>A valid driver's licence required.</li> <li>Leadership skills.</li> <li>Relationship management and interpersonal skills.</li> <li>Strategic thinking and conceptual thinking ability.</li> <li>High level of understanding of the requirements of the CDEM Act 2002, National CDEM Plan and associated technical and best practice guidelines.</li> <li>Demonstrated ability to manage large, complex project simultaneously within agreed budget and timeframes.</li> <li>Proven ability to sustain a consistently high level of leadership in difficult, highly pressured, and ambiguous environments.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the Civil Defence Emergency Management Act 2002, National CDEM Strategy, the Resource Management Act 1991.</li> <li>Knowledge of other legislation likely to impact on the work of the Bay of Plenty Emergency Management.</li> <li>Experience in Local Government.</li> <li>CDEM Controller Training.</li> <li>Technology savvy.</li> <li>Public sector managerial experience.</li> </ul>

<sup>3</sup> Driving record free of driving suspensions or convictions (excluding demerit points and infringement fees). Requirement for valid Driver's License may be waived if applicant has a driving related disability.

<ul style="list-style-type: none"> <li>• Demonstrated critical thinking, strategic planning, policy development, project management and report writing skills.</li> <li>• Well-developed knowledge of emergency management principles and practices.</li> <li>• Well-developed facilitation and effective negotiation ability.</li> <li>• Excellent communication and media skills.</li> <li>• Proven project/time management skills.</li> <li>• Well-developed report writing ability.</li> <li>• Public speaking, writing, and editing skills.</li> <li>• Persuasion and influencing skills.</li> <li>• Treaty of Waitangi and partnership with Māori.</li> <li>• Working within the political environment of Local Government.</li> </ul>	
--	--

## Key skills / job specific competencies

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

<p>Advanced knowledge</p>	<ul style="list-style-type: none"> <li>• Ability to set clear strategic direction in complex environments.</li> <li>• Ability to negotiate and resolve issues at all layers of organisations to achieve outcomes.</li> <li>• Strong influencer and relationship builder.</li> <li>• Leading the strategic management framework and capability for the Bay of Plenty CDEM Group and its members to help best achieve its broader outcomes.</li> <li>• Leading individuals, teams, organisations through complex, changing and high pressure environments.</li> <li>• Negotiation and conflict resolution skills.</li> <li>• Communications, public relations, media relations.</li> <li>• Relationship management and interpersonal skills.</li> <li>• Persuasion and influencing skills.</li> <li>• People management and human resources practices.</li> <li>• Problem solving and ability to critically evaluate options.</li> <li>• Relevant legislation.</li> <li>• Professional and technical knowledge in relevant areas of emergency management.</li> <li>• Working within the political environment of local government.</li> <li>• Ability to lead 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>• Operational processes and workflows.</li> </ul>
---------------------------	--

	<ul style="list-style-type: none"> <li>• Managing resources in accordance with best practice and the organisation's policies, procedures and delegations.</li> <li>• Ensuring appropriate quality assurance and risk management processes and policies are in place and operating effectively.</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• Health and safety legislation and personal health and safety obligations</li> <li>• Relevant legislation, trends and case law</li> <li>• Professional and technical knowledge in relevant areas of emergency management</li> <li>• Working within the political environment of local government</li> <li>• Knowledge and experience of best practice programme/project management methodologies and techniques to provide sound advice and support to Project Leaders/EMBOP team</li> <li>• Drive and determination to move programmes of work forward.</li> <li>• Proacting and assertive experience of managing resources external to programme (eg contractors) to ensure the needs of programmes and projects are met</li> <li>• Planning and organising skills</li> <li>• Financial and budget preparation</li> <li>• Safe work practices</li> <li>• Competent in use of relevant software and ICT systems</li> <li>• Project and time management</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Community, cultural and political awareness</li> <li>• Wider socio-economic-political-cultural landscape and environment.</li> </ul>

## Personal attributes / key behaviours

- Sound judgement and decision making – makes good decisions.
- Achievement and outcome oriented – high standards set for self and others.
- Prepared to challenge the status quo – displays initiative and innovative thinking.
- High level of self-awareness and motivation to achieve – self-starter and manager.
- Collaborative and collegial working style – works toward a shared vision and goals.
- Accepts collective decision making and accountability for team decisions.
- High level of personal resilience and emotional intelligence – can take and deal with the nature of uncertainty and challenges that emergency management operates within.
- Courteous and professional – displays unquestioned integrity and trust.
- Cultural empathy and awareness – particularly towards Māori.
- Critical decision-making skills.
- Advanced problem-solving skills.

## Other requirements

- May requires frequent travel within or outside Bay of Plenty region.
- Is required to work outside normal hours and attend public meetings.

## 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