

ROLE DESCRIPTION
July 2022

Title and Reporting Relationships

Position Title: **Emergency Management Advisor, Sustainability and Resilience team, Infrastructure Services Group. Fixed Term for 3 Years**

Grade: SP 16-17*
**Appointment made pending skills, experience and the Council needs at the time*

Reports to: Sustainability and Resilience Manager

Direct Reports: NIL

Purpose of the Group and the Position: **The Infrastructure Services Group** is made up of 7 teams: Access and Transport; Water and Wastewater Assets; Project Management Office; Operations; Coastal Projects; Stormwater & Coastal Assets; and Sustainability and Resilience.

The teams work to ensure delivery of the leadership and management required to ensure the Council is able to develop and implement the appropriate infrastructural and asset management processes and practices to achieve the Council's required levels of service in an efficient, effective sustainable and customer friendly manner. The Sustainability & Resilience Team delivers a Climate Change Strategic Program, Carbon & Emergency Management, asset management, strategic planning and education for Waste Minimisation and emergency management and resilience planning and coordination.

The Emergency Management Advisor is a new role which will be on a fixed term for 3 years and be a champion within the organisation for all things Civil Defence & Emergency Management (CDEM) – primarily ensuring 24/7 capability to identify and respond to any emergency event through our Emergency Operations Centre, identifying Councils' Reduction, Readiness, Response and Recovery planning requirements and working with Council's Activity managers to develop and implement these requirements, and also supporting delivery of public education and resilience activities. Due to the nature of emergency management there may be other tasks and responsibilities allocated to the role in accordance with

the context of an activation of the Council's Emergency Operations Centre. A key requirement of this role will be the ability and willingness to collaborate with a wide range of people across a range of emergency management related areas and effectively build and maintain ongoing relationships with local level welfare services agencies.

Indirect Reports: Contractors and service providers as may be required

Internal Customers: This role is responsible for establishing and maintaining effective, co-operative and professional working relationships with all stakeholders including:

- CDEM Controllers (Regional and Local)
- Group Manager Infrastructure Services
- Group Manager Regulatory Services
- WREMO EM Advisors – Kapiti
- EOC team members
- Business Improvement Manager
- Council Activity Managers relevant for Response planning
- Staff from across all Council teams

External Customers:

- WREMO representatives at local, regional and national level
- Representatives of all CDEM agencies
- Kapiti Emergency Service Coordinating Committee
- Iwi groups and organisations

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, the Council must be well positioned and supported to meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for businesses and households. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influence how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

Our behaviours demonstrate our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers' needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of the implications of the Treaty of Waitangi on the operations of a local authority.

FUNCTIONAL KEY RESULTS

Strategic Program Delivery

- Identify Council's Emergency Management requirements and develop appropriate strategies, systems and processes to deliver on these requirements and on the Wellington CDEM Group Plan 2019-2024.
- Build and maintain relationships with the emergency management community locally and in the Wellington Region including the Wellington Regional Emergency Management Office with a view to work collaboratively when appropriate.
- Make recommendations for process and system improvements.
- Provide regular EM updates through Council's reporting processes.

Readiness planning and operational readiness

- Responsible for managing the staffing levels for Council's Civil Defence Emergency Operations Centre (EOC). This role may be required to also take a 'hands-on' role to support the Welfare desk in the EOC for responses and recovery.
- Be an active member of the Kapiti EOC team.
- Collaborate with WREMO advisor to plan, implement and monitor training programmes for staff, volunteers and partner agencies. This includes ensuring training records are kept in accordance with Council processes and systems.
- Monitor regularly to ensure emergency equipment and systems, including facilities are fit for purpose and in a constant state of readiness
- Develop, implement and review EOC operating procedures and staff directories, ensuring all SOPs and directories are up to date and that all EOC staff have access to the latest versions.
- Work collaboratively with WREMO Advisors to effective documentation of EOC operations, including ensuring lessons learned from emergency events are documented, findings shared with internal and external stakeholders and relevant information and procedures are amended and circulated where needed.

Response Planning

- General:
 - Collaborate externally with local WREMO advisors and internally to develop local versions of national and regional CDEM response plans (Local Earthquake Response Plan, Tsunami Response Plan, Pandemic Response Plan and others).
 - Collaborate internally with activity managers to coordinate the development of local Response Plans for local services; LifeLines (Drinking Water and Rooding), Wastewater and Waste (debris disposal planning).
 - Be the coordinating contact for the Regional LifeLines Group on behalf of Council's Water and Rooding Infrastructure teams.
 - Collaborate with Council Activity Managers for the development of council strategies, policies and other strategic planning to provide input on and alignment with civil defence legal requirements to ensure embedding of resilience/emergency management planning.
 - Assist the Business Improvement Manager as required by the manager to develop business continuity plans.
- Welfare:
 - Work collaboratively with other teams across the Council to ensure effective coordination of the Council's welfare response. This will include but is not limited to:
 - development of a local Welfare Plan.
 - Identifying suitable locations that could be used for welfare during an emergency and discussing their use with facility owners.
 - Participating in regional welfare meetings, training and planning sessions.

- Responsibility for managing the Kapiti Coast Local Welfare Committee (KCLWC) (membership, agenda preparation, administration) and chairing the quarterly KCLWC committee meetings.
- Planning, developing, co-ordinating, and leading local welfare training exercises with partner agencies/ WREMO volunteers.
- Participating in regional welfare meetings, training and planning sessions

Community Resilience and Engagement

- Ensure opportunities to enable high levels of understanding and awareness in the community regarding Civil Defence preparedness, including education and volunteer activities.
- Work with key sectors of the community, e.g. Schools, Churches to ensure fit for purpose facilities are available as emergency hubs.

Reduction Advocacy Internally and Externally

- Work internally and externally to lift awareness around the need for 'reduction' related activities, strategies and tactics, especially in a 'growth phase' that Kapiti is currently in and the need for reduction related activities which proactively address the hazards which exist in Kapiti.

Legislative Compliance

- Keep up to date with all relevant legislative frameworks in relation to Civil Defence Emergency Management and natural hazards, and be able to communicate these changes in time to management in order to support adequate planning.
- Develop and maintain a good understanding of policy developments relating to Emergency Management and Natural Hazards and the implications and opportunities these provide for the Council and District.

Project and Operational Management

- Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders.
- Ensure documentation is current, available as required and is prepared using Council standard templates/documentation.
- Ensure Council processes and procedures are complied with.

Customer Service

- Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organisational values.
- Always maintain confidentiality

Teamwork

- Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required.
- Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and the opportunity arises.
- Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement.
- Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.

Financial Management

- Ensure all financial activity is conducted in accord with current policy and procedures.
- Ensure you work within your financial delegation.

Monitoring and Reporting

- Review, monitor and report on activity or projects as required by the manager.
- Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.

Relationship Management

- Build and maintain effective professional working relationship with all key stakeholders.
- Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.

Information Management

- Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy.

Personal Key Results

- Commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of the Treaty of Waitangi and its application for the Council.

Health and Safety

All employees have a responsibility to work towards keeping a safe and healthy work environment by following safe work methods, identifying work place hazards and risks, using appropriate safety equipment, and complying with all policies and procedures that are in place. Employees must take reasonable care of their own health and safety and ensure their actions or inactions do not cause harm to themselves or others.

This includes but is not exclusive to demonstration of the following:

- taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person or the environment;
- reporting any risks and/or hazards you become aware of in the workplace;
- observing all safety policies, procedures, and precautions, including wearing and using the protective clothing and equipment;
- notifying your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours;
- notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work-related accident or gradual process injury, and provide your manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim; and
- complying with all policies and procedures that are in place

At the discretion of the Council, as part of a rehabilitation program, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

Essential Skills, Knowledge and Experience

- Effective interpersonal skills with a demonstrated commitment to customer service and willingness to and capability for working with a wide range of people within and outside the organisation.
- Demonstrated experience working in the emergency management sector in a strategic and operational capacity.
- A qualification in emergency management is desired but not essential if relevant and robust work experience can be demonstrated.
- Knowledge and understanding of relevant legislation, in particular the Civil Defence in Emergency Management Act.
- Effective relationship management skills with the ability to build and maintain effective professional relationships with all stakeholders. Experience engaging with communities would be advantageous.
- Effective communication skills.
- Effective time management skills and ability to work effectively without supervision and collaboratively as an effective team member.
- Experience in reviewing and developing policies and strategies.
- Effective communicator who can write reports and make presentations to management and Council which are concise, accurate and which can explain technical matters in a manner easily understood by non-specialist people.
- Demonstrated analytical skills which include problem solving, the ability to understand and to come to terms quickly with a very wide range of often complex material and the ability to identify relevant information and present it in an oral or written report, in a timely manner.
- Demonstrated ability to exercise tact, discretion and political astuteness in relation to work undertaken and information required.
- Demonstrated experience using computer database and mapping systems.
- Holder of a current and valid NZ Drivers' licence.

Experience in a similar role within the local government environment would be advantageous.

OTHER INFORMATION

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

Civil Defence Duties

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence duties in the event of an emergency. (Training will be given as appropriate.)

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

Performance Review

Performance in this position will be assessed in terms of an agreed performance plan.