

## Job Description

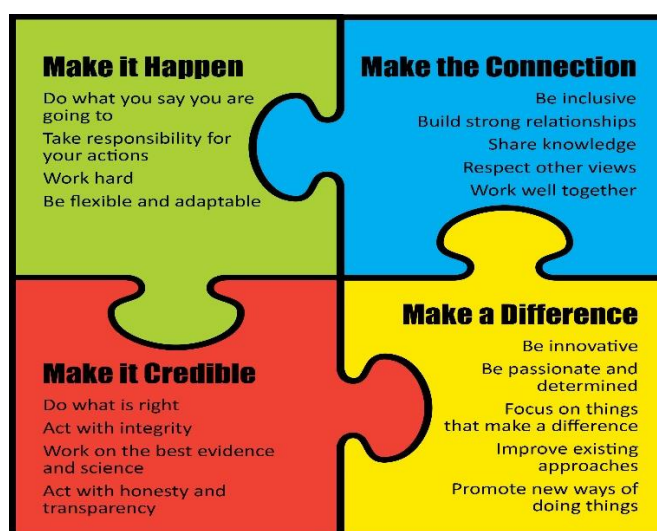
<b>Job Title:</b>	Principal Emergency Management Advisor
<b>Job Evaluation (SP10):</b>	<b>Grade:</b> 18 <b>Pathway:</b> T5
<b>Group:</b>	Emergency Management Southland (EMS)
<b>Reports to:</b>	EMS Manager
<b>Supervision of:</b>	No direct reports
<b>Position Purpose:</b>	To actively participate in providing subject matter expertise in Reduction, Readiness, Response and Recovery activities for Southland and to be available to work extra hours throughout a response and recovery.
<b>Date Prepared/Reviewed:</b>	April 2024

### Emergency Management Southland's Vision and Purpose

*The Southland Region is a disaster resilient region and acts proactively to manage risks and build resilience in a way that contributes to the wellbeing and prosperity of all communities, whānau and individuals.*

EMS is a shared service of the four Southland councils. EMS ensures that the Southland Civil Defence Emergency Management Group (Committee) is compliant with all relevant legislation. EMS works across the 4Rs (Reduction, Readiness, Response and Recovery) in an efficient and effective way and provides a 24 hour on-call service

### EMS and ES Values



## Important Functional Relationships

### Internal

EMS Group Manager

EMS Team Leader

Emergency Management Advisors

Welfare, PIM and Emergency Management Recovery Managers

Invercargill City, Gore District, Southland District Council and Environment Southland Staff  
Emergency Coordination Centre (ECC)

Community and Special Interest Groups (e.g., Aged Care, disability, former refugees, etc.)

### External

National Emergency Management Agency (NEMA)

Other New Zealand Emergency Management (CDEM) Groups

Emergency Services (Police, FENZ, St John)

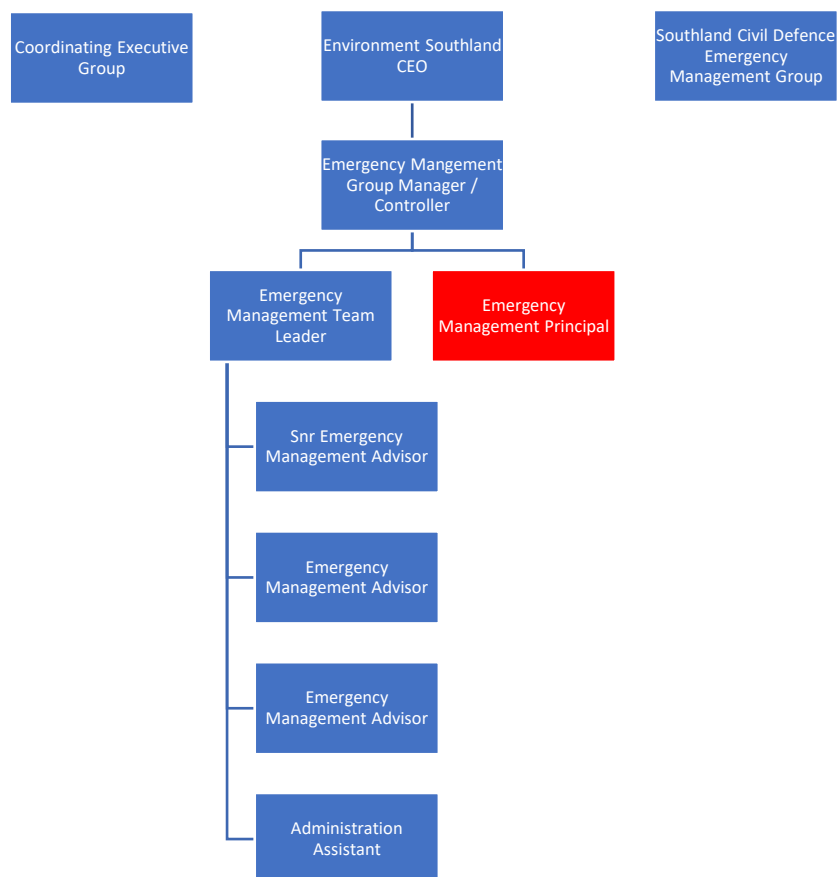
Other agencies involved in EM coordination e.g. Welfare Co-ordination Group (WCG) Critical Infrastructure

Volunteers and Volunteer Coordinators

Great South (Southland Regional Development Agency)

All levels of educational facilities in Southland (e.g., Primary, Secondary, Tertiary schools etc.)

## Organisational Chart



## Role Snapshot

As a Principal Emergency Management Advisor, you will possess extensive knowledge of emergency management with an emphasis on reduction, readiness, response and recovery. You will also possess a high-level of knowledge in an emergency management specialist area such as Welfare, Recovery, Lifelines/Critical Infrastructure, Public Information Management (PIM), Business Continuity Planning or similar relatable discipline.

You will have the ability to manage and reprioritise an ever-changing workload and develop relationships across Councils, community groups, government and non-government agencies, and the public and industry representatives. You will be comfortable working in unknown situations often dealing with complex emergency management issues. You will be skilled in engagement and response situations with a focus on obtaining the best outcome. You will deliver EMS goals in line with EMS values and maintain compliance with legislation. You will maintain professional relationships, your own safety and wellbeing.

Provide support, advice and assistance to Team Leader and when required, to Emergency Management Advisors on specialist matters.

This position requires a holistic approach, thinking about how EMS can serve the Southland population best, in collaboration with the four councils to provide first-rate outcomes. This position is key to achieving a positive culture even in stressful times.

You will be trusted with making sound business decisions, providing extensive planning for emergencies and taking ownership of leading people when directed.

## Key Accountabilities

### 1. Reduction:

*Reduction involves identifying and analysing risks to life and property from hazards, taking steps to eliminate those risks if practicable, and, if not, reducing the magnitude of their impact and the likelihood of their occurrence to an acceptable level*

- Work with Councils and partner agencies on identifying, eliminating, or avoiding the risks of a hazard where practicable and desirable to do so.
- Provide subject matter expertise and work with government and non-government groups to recognise and contribute to reduction activities
- Collaborate with Councils and partner agencies to complete activities that reduce the likelihood of the risk and/or the magnitude of its impact to an acceptable level.
- Provide Hazard Risk knowledge for the Regional Policy Statement, Council Long Term Plans and Annual Plans when requested
- Take an active role and provide subject matter expertise in the development of the EMS Business and work plans
- Work with Team Leader to develop, write, and review strategic and operational CDEM Plans, SOP's and Procedures. Ensuring they are fit for purpose, kept up to date and stored on the appropriate systems and exercised regularly.
- Assist Emergency Management Team Leader with additional specialist knowledge across the 4R's

## **2. Readiness:**

*Readiness involves developing operational systems and capabilities before an emergency happens, including making arrangements with emergency services, lifeline utilities, and other agencies, and developing self-help and response programmes for the general public.*

- Represent Emergency Management Southland in specialist engagement with Regional and National Emergency Services as the EMS Lifelines (Critical Infrastructure) Coordinator.
- Build relationships with community and special interest groups to development outcomes that increase community preparedness.
- Contribute to the maintenance of a database for tracking information, training hours, roles, and event participation
- Work with Team Leader to prepare, organise and / or deliver specialist ECC training across the 4Rs for council staff and emergency services
- Coordinate the business continuity plan education for local businesses.
- Assist the team leader in ensuring Information Technology systems are operational and effective across the ECC functions
- Ensure EMS has a comprehensive exercise programme aligned with the national framework
- When required, assist with and deliver readiness education for all levels of educational facilities in Southland (e.g. Primary, Secondary, Tertiary schools etc.)
- Organise, run and/or represent EMS in Lifelines (Critical Infrastructure) meetings e.g. Fiordland Hazards Working Group, Lifelines Response Planning Group's and National Lifelines Co-ordination Groups
- Work together with emergency services to implement regional and local risk management and civil defence emergency management coordination e.g. Emergency Services Coordinating Committee and Eastern Southland Emergency Services Committee

## **3. Response:**

*Response involves actions taken immediately before, during, or directly after an emergency to save lives and property and to help communities begin to recover.*

- Proactively work within the EMS team to adhere to the response objectives of the
  - preservation of life
  - prevention of escalation of the emergency
  - maintenance of law and order
  - provision of safety and security measures for people and property
  - care of sick, injured, and dependent people
  - provision of essential services
  - preservation of governance
  - protection of assets (including buildings and their contents and cultural and historic heritage assets)
  - protection of natural and physical resources
  - provision of animal welfare (to the extent reasonably possible in the circumstances)
  - continuation or restoration of economic activity
  - putting into place of effective arrangements for the transition to recovery.
- Provide guidance and expertise to the council staff assisting in the response

#### **4. Recovery:**

*Recovery involves the co-ordinated efforts and processes used to bring about the immediate, medium-term, and long-term holistic regeneration and enhancement of a community following an emergency.*

- Represent EMS as Recovery Manager during BAU and assist in identifying and assigning a Recovery Manager in response
- Assist in the identification of and recruitment of a Recovery Manager for EMS to affect the immediate, medium-term, and long-term holistic regeneration and enhancement of a community following an emergency
- Contribute to agencies and EMS working together to establish shared goals, priorities, strategies, and information needs.
- Involve the community in activities across the following four environments (Social, Built, Economic and Natural)
- Ensure recovery activities are flexible and scalable in accordance with meeting the needs of the community
- Participate in recovery activities that enable individuals to continue functioning as part of the wider community.

#### **Continuous Improvement**

- Continually seek opportunities to improve services for your customers (internal or external).
- Show flexibility, adaptability and a willingness to change and be open to feedback as an opportunity to improve.

#### **Stakeholder relationships/Customer Service**

- Develop strong and effective relationships with internal and external stakeholders.
- Respond appropriately.
- Understand situations from the customer's perspective.
- Keep customers up to date about progress of queries/requests/projects
- Maintain clear communication.

#### **Working with Māori**

- Engage with iwi in a way that demonstrates understanding of the nature of the relationship between iwi and council as reflected in the principles of the Treaty of Waitangi and council's values, policies and practice.
- Communicate and engage with mana whenua and maata waka, demonstrating an understanding of tikanga, and on the basis of informed understanding of issues of significance to Māori throughout Murihiku.

#### **Health, Safety and Wellbeing (HSW)**

- Work safely and take responsibility for keeping self, colleagues, contractors and customers free from harm.
- Report all incidents, near-misses, hazards and accidents promptly.
- Communicate whereabouts when out of the office (e.g. use Where Am I).
- Activity risk assessments are completed as part of planning for all field-based activities prior to work being undertaken, with relevant parties.
- Know what to do in the event of an emergency.
- Participate in safety and wellbeing initiative and programmes as required.
- Attend required health and safety training and induction sessions.

### **Other Duties**

Any other duties as may be directed by the EMS Manager from time to time.

### **Person Specification**

The following attributes and experience are sought for this position.

#### **Knowledge, Skills and Experience**

- Diploma in Emergency Management or 10 years + experience in Emergency Management systems functions, or similar disciplines
- Ability to assist the leadership team with subject matter expertise on the 4 R's
- Coordinated Incident Management System (level 4) qualified
- Experience in organising meetings and engaging local community groups
- Ability to speak at community meetings and events
- Able to coordinate and deliver training for council staff and community partners
- Able to use social media and understand the various platforms available
- Competent with Microsoft products, knowledge of Office 365 is desirable
- Experience with Health & Safety legislation
- Full, current, clean drivers licence

#### **Key Competencies & Behaviours**

- A commitment to customer service and meeting end user requirements
- Excellent verbal and written communication skills
- Excellent relationship-building skills
- Able to engage with people from diverse backgrounds
- Positive, results-oriented and 'can-do' attitude
- Self-motivated, proactive and adaptable
- High attention to detail
- Ability to work cross-functionally and across organisations
- Credible and maintains a high level of trust with all stakeholders
- Aligned with Emergency Management Southland's values
- Politically savvy and comfortable with liaising with and representing EMS in governance and political environments

### **Additional Information**

#### **Hours of Work:**

The hours of work are 37.5 per week, which will ordinarily be worked Monday to Friday. Due to the nature of community engagement, there will be times where you will need to be available evenings and weekends for community meetings, training and other project work (e.g. field days public events)

#### **Response and Recovery:**

Be available to work extended shifts for the operational requirements of an emergency, transition to or recovery period.

Be available to other areas of New Zealand when in States of Emergency.

**On Call Roster**

Work as part of the on-call roster for EMS to provide capability to immediately respond to emergencies in Southland 24/7.

**Performance Review**

We have a Performance Development Programme (PDP) that is the basis for performance assessment at all levels of the organisation. There is at least one formal meeting, annually, between the employee and their people leader, along with a six-month review and regular monthly catch-ups.

**Remuneration**

Salary will be paid in the range according to the requirements of the position.

An on-call allowance will be paid for on-call duties.

A vehicle will be provided for on-call duties.

**Signed**

\_\_\_\_\_ Job Holder

Date: \_\_\_\_\_

\_\_\_\_\_ People Leader

Date: \_\_\_\_\_

## Job Description

<b>Job Title:</b>	Emergency Management Advisor
<b>Job Evaluation (SP10):</b>	<b>Grade:</b> 14 <b>Pathway:</b> T3
<b>Group:</b>	Emergency Management Southland (EMS)
<b>Reports to:</b>	Emergency Management Team Leader
<b>Supervision of:</b>	No direct reports
<b>Position Purpose:</b>	To actively participate in providing Reduction, Readiness, Response and Recovery activities for Southland working collaboratively to support the team leader in delivering all aspects of the EMS business plan and work plans
<b>Date Prepared/Reviewed:</b>	October 2023

### Emergency Management Southland's Vision and Purpose

*The Southland Region is a disaster resilient region and acts proactively to manage risks and build resilience in a way that contributes to the wellbeing and prosperity of all communities, whānau and individuals.*

Emergency Management Southland (EMS) is a shared service of the four Southland councils. EMS ensures that the Southland Civil Defence Emergency Management Group (Committee) is compliant with all relevant legislation. EMS works across the 4Rs (Reduction, Readiness, Response and Recovery) in an efficient and effective way and provides a 24 hour on-call service

### Emergency Management Southland's Values





## Role Snapshot

As an Emergency Management Advisor, you will have a demonstrable knowledge of emergency management with an emphasis on reduction, readiness, response and recovery.

You will have the ability to prioritise an ever-changing workload and develop effective relationships throughout Council, community groups, government and non-government agencies, the general public and industry representatives. You will be comfortable working in unknown situations often dealing with complex emergency management issues exercising skill in engagement and response situations to obtain best outcome, retain EMS goals and values and maintain consistency with legislation, while maintaining professional relationships and maintaining your own safety and wellbeing.

Provide support and advice to the Southland public on reduction, readiness, response and recovery matters.

As an advisor you will develop positive interactions with community groups and members of the Southland public. You will work as a team member to contribute to achieve a positive work culture.

## Important Functional Relationships

### Internal

Emergency Management Southland (EMS)  
Manager /Group Controller  
Emergency Management Team Leader

Welfare, PIM and Recovery Managers  
Critical Infrastructure Co-ordinator

Emergency Coordination Centre (ECC) team

Council Staff (Invercargill City, Gore District,  
Southland District and Environment Southland)

IT and GIS Support staff

### External

National Emergency Management Agency  
(NEMA)

Other New Zealand Emergency Management  
(CDEM) Groups

Emergency Services (Police, FENZ, St John)

Other agencies involved in EM coordination e.g.  
Critical Infrastructure organisations and Welfare  
Co-ordination Group (WCG) agencies

Great South (Southland Regional Development  
Agency)

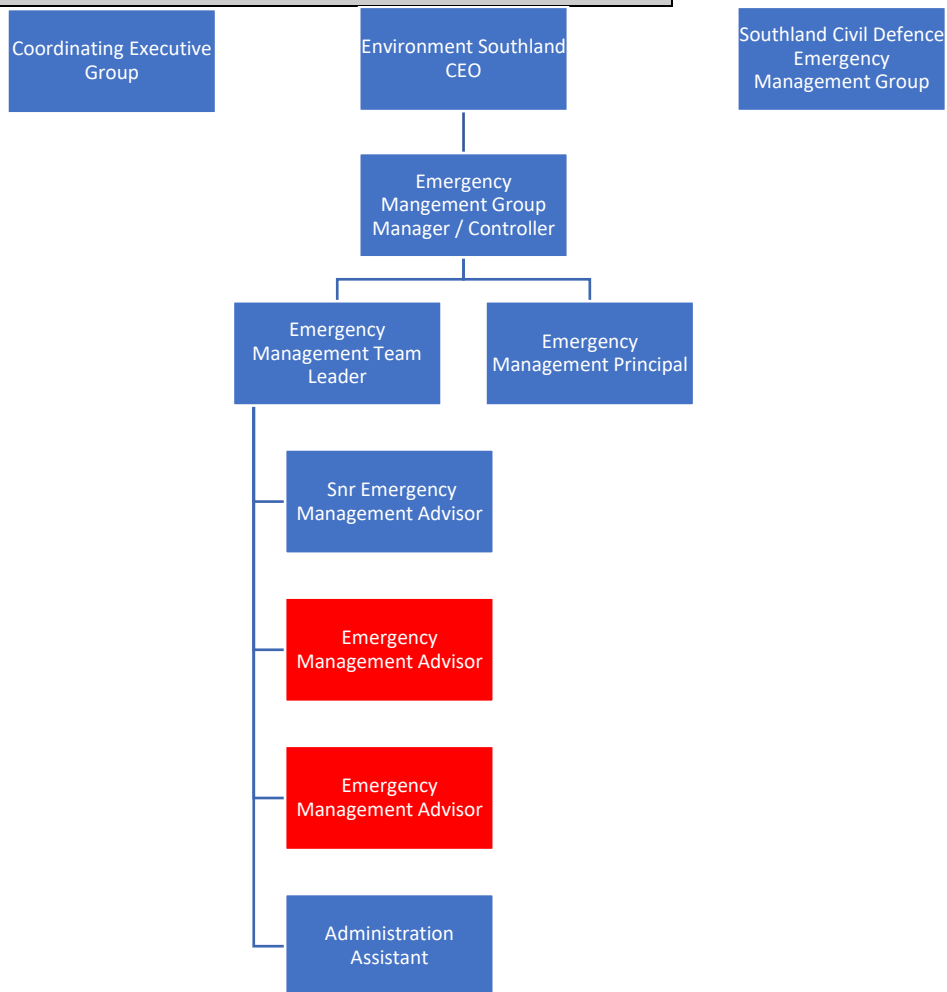
Special Interest Groups (e.g., Fiordland Hazard  
Working Group, Combined Disability Network,  
Red Cross former Refugees etc

Disproportionately affected groups – Older  
persons, Culturally and Linguistically diverse  
(CALD), etc

Educational facilities in Southland (e.g. Primary,  
Secondary, Tertiary schools etc)

Community Volunteers and Volunteer  
Coordinators

## Organisational Chart



## Key Accountabilities

### 1. Reduction:

*Reduction involves identifying and analysing risks to life and property from hazards, taking steps to eliminate those risks if practicable, and, if not, reducing the magnitude of their impact and the likelihood of their occurrence to an acceptable level*

- Work with Councils and partner agencies on identifying, eliminating, or avoiding the risks of a hazard where practicable and desirable to do so.
- Work with Councils and partner agencies to complete activities that reduce the likelihood of the risk and/or the magnitude of its impact to an acceptable level.
- Collaborate with emergency services to implement regional and local risk management and civil defence emergency management
- When needed, provide Hazard Risk information for the Regional Policy Statement, Council Long Term Plans and Annual Plans
- Take an active role in contributing to the development of the EMS Business and work plans

## **2. Readiness:**

*Readiness involves developing operational systems and capabilities before an emergency happens, including making arrangements with emergency services, lifeline utilities, and other agencies, and developing self-help and response programmes for the Southland Communities.*

- Build relationships with community and special interest groups to develop outcomes that increase preparedness.
- Actively participate in public education delivery and community engagement meetings
- Develop, implement and maintain Community Response Groups, Community Response Plans and Community Emergency Hubs.
- Deliver readiness education for all levels of educational facilities in Southland.
- Deliver training across the 4R's and ensure Southland council staff, communities and volunteers are engaged, through consistent and effective communication i.e. newsletters, online, social media and in person.
- Maintain a database for tracking information, training hours, roles and event participation.
- Prepare and deliver public education messages.
- Assist with designing and delivering the EMS exercise programme.
- Assist with identifying and administering Civil Defence Centres (CDCs).
- Stocktake and maintain EMS collateral.
- Ensuring Information Technology systems are operational and effective across the ECC functions.
- Develop and maintain Standard Operating Procedures for Emergency Coordination Centre activations as directed.
- Represent EMS on relevant regional or national working groups or committees under the direction of the Team Leader.
- Assist with project work as required e.g. Tsunami signs, organising events (Field Days, Shakeout etc).

## **3. Response:**

*Response involves actions taken immediately before, during, or directly after an emergency to save lives and property and to help communities begin to recover.*

- Proactively work within the EMS team to adhere to the response objectives of the:
  - preservation of life
  - prevention of escalation of the emergency
  - maintenance of law and order
  - provision of safety and security measures for people and property
  - care of sick, injured, and dependent people
  - provision of essential services
  - preservation of governance
  - protection of assets (including buildings and their contents and cultural and historic heritage assets)
  - protection of natural and physical resources
  - provision of animal welfare (to the extent reasonably possible in the circumstances)
  - continuation or restoration of economic activity
  - putting into place of effective arrangements for the transition to recovery.
- Support and mentor council staff assisting in the response

#### **4. Recovery:**

*Recovery involves the co-ordinated efforts and processes used to bring about the immediate, medium-term, and long-term holistic regeneration and enhancement of a community following an emergency.*

- Work to co-ordinate efforts and processes to affect the immediate, medium-term, and long-term holistic regeneration and enhancement of a community following an emergency
- Contribute to agencies and EMS working together to establish shared goals, priorities, strategies, and information needs.
- Involve the community in activities across the following 4 environments (Social, Built, Economic and Natural)
- Ensure recovery activities are flexible and scalable in accordance with meeting the needs of the community
- Participate in recovery activities that enable individuals to continue functioning as part of the wider community.

#### **Continuous Improvement**

- Continually seek opportunities to improve services for your customers (internal or external).
- Show flexibility, adaptability and a willingness to change and be open to feedback as an opportunity to improve.

#### **Stakeholder relationships/Customer Service**

- Develop strong and effective relationships with internal and external stakeholders.
- Respond appropriately.
- Understand situations from the customer's perspective.
- Keep customers up to date about progress of queries/requests/projects
- Maintain clear communication.

#### **Working with Māori**

- Engage with iwi in a way that demonstrates understanding of the nature of the relationship between iwi and council as reflected in the principles of the Treaty of Waitangi and council's values, policies and practice.
- Communicate and engage with mana whenua and mataawaka, demonstrating an understanding of tikanga, and on the basis of informed understanding of issues of significance to Māori throughout Murihiku.

#### **Health, Safety and Wellbeing (HSW)**

- Work safely and take responsibility for keeping self, colleagues, contractors and customers free from harm.
- Report all incidents, near-misses, hazards and accidents promptly.
- Communicate whereabouts when out of the office (e.g. use Where Am I).
- Activity risk assessments are completed as part of planning for all field-based activities prior to work being undertaken, with relevant parties.
- Know what to do in the event of an emergency.
- Participate in safety and wellbeing initiative and programmes as required.
- Attend required health and safety training and induction sessions.

### **Other Duties**

Any other duties as may be directed by the Team Leader or Manager from time to time.

### **Person Specification**

The following attributes and experience are sought for this position.

#### **Knowledge, Skills and Experience**

- Diploma in Emergency Management or equivalent qualification or 3 years' experience in Emergency Management systems and functions
- Coordinated Incident Management System (level 4) qualified
- Experience in organising meetings and engaging local community groups
- Ability to speak at community meetings and events
- Able to coordinate and deliver training for council staff and community partners
- Able to use social media and understands the various platforms available
- Competent with Microsoft products, knowledge of Office 365 is desirable
- Experience with Health & Safety legislation
- Full, current, clean drivers licence

#### **Key Competencies & Behaviours**

- A commitment to customer service and meeting end user requirements
- Excellent verbal and written communication skills
- Excellent relationship-building skills
- Able to engage with people from diverse backgrounds
- Positive, results-oriented and 'can-do' attitude
- Self-motivated, proactive and adaptable
- High attention to detail in administration
- Ability to work cross-functionally across the organisation
- Credible and maintains a high level of trust with all stakeholders
- Aligned with Emergency Management Southland's values

### **Hours of Work**

#### **Hours of Work**

The hours of work are 37.5 per week, which will ordinarily be worked Monday to Friday. Due to the nature of community engagement, there will be times where you will need to be available evenings and weekends for community meetings, training and other project work as required.

#### **On Call Roster**

Work as part of the on-call roster for EMS to provide capability to immediately respond to emergencies in Southland 24/7.

#### **Response and Recovery:**

Be available to work extended shifts for the 24/7 operational requirements of the Southland ECC during Response and Recovery.

Be available for deployment to other regions of New Zealand when in States of Emergency.

### **Additional Information**

#### **Performance Review**

We have a Performance Development Programme (PDP) that is the basis for performance assessment at all levels of the organisation. There is at least one formal meeting, annually, between the employee and their people leader, along with a six-month review and regular monthly catch-ups.

#### **Remuneration**

Salary will be paid in the range according to the requirements of the position.

An on-call allowance will be paid for on-call duties.

A vehicle will be provided for on-call duties.

#### **Signed**

\_\_\_\_\_ Job Holder

Date: \_\_\_\_\_

\_\_\_\_\_ People Leader

Date: \_\_\_\_\_