

ENVIRONMENT SOUTHLAND

Emergency Management Advisor

Role description

About us

Our mission

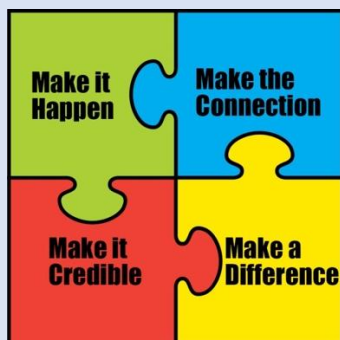
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at ES, we -



Role purpose

The **Emergency Management Advisor** contributes to the overall performance of the **Emergency Management Southland (EMS) Team** by 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.

Emphasis is on:

- Deliver the Reduction, Readiness, Response and Recovery (4R's) for the Southland public.
- Provide support and advice to the Southland public on reduction, readiness, response and recovery matters.
- Managing and prioritising an ever-changing workload and developing relationships across Councils, community groups, government and non-government agencies, and the public and industry representatives.
- Working in unknown situations often dealing with complex emergency management issues.
- Ability to engage others and respond to situations with a focus on obtaining the best outcome.
- Delivering EMS goals in line with EMS values and maintaining compliance with legislation.
- Maintaining professional relationships, including your own safety and wellbeing.

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.

About your role

Grade: 14

Pathway: T3

Group/Division:

Integrated Catchment Management Group /
Emergency Management Southland Team

Reports to:

Team Leader Emergency Management

Who you will be working with

Direct reports:

- Nil

Indirect reports:

- Nil

Key stakeholders

External:

- National Emergency Management Agency (NEMA)
- Other New Zealand Emergency Management Groups (CDEM)
- Emergency Services (Police, FENZ, St John)
- Iwi and Mana Whenua
- Other agencies involved in EM coordination:
Welfare Co-ordination Group (WCG)
Critical Infrastructure Volunteers and Volunteer Coordinators
- Great South (Southland Regional Development Agency)
- All levels of educational facilities in Southland (Primary, Secondary, Tertiary schools etc.)
- Community and Special Interest Groups (Aged Care, Disability, Former Refugees, etc.)

Internal:

- EMS staff
- Staff at Environment Southland
- EMS Advisors, and Emergency Management Recovery Managers
- Invercargill City, Gore District, Southland District Council and Environmental Southland Staff Emergency Coordination Centre (ECC)

Delegations

In line with the Environment Southland Delegations Manual

Your leadership profile – Individual Contributor

Your crucial challenge as an Individual Contributor is to find a way to add value while working effectively with others.

*To be an effective **Individual contributor**, aim to:*

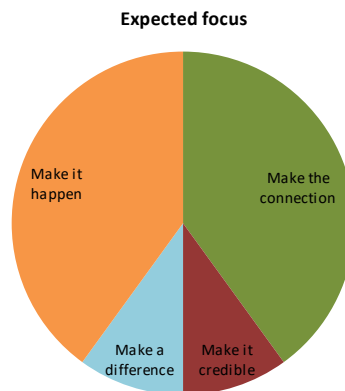
Make it Happen – Show initiative, take accountability and deliver high-quality work on time.

Make the Connection – Focus on meeting your customers' needs and work collaboratively as part of your team.

Make it Credible – Communicate clearly, show integrity, and focus on building your professional skills.

Make a Difference – Show curiosity, make thoughtful and evidence-based decisions, and aim to understand the wider context for your work.

While all elements of the Environment Southland Leadership Competency Framework are important, as an **Individual Contributor**, you will have a stronger focus on Make it Happen and Make the Connection.



Your accountabilities

As a shared service of the four Southland councils, EMS ensures that the Southland Civil Defence Emergency Management (CDEM) Group is compliant with all relevant legislation and is able to work across the 4Rs (Reduction, Readiness, Response and Recovery) in an efficient and effective way.

Reduction	<i>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</i> • 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 a Hazard Risk information for the Regional Policy Statement, Council Long Term Plans and Annual Plans • Take an active role in the development of the EMS Business and Work Plans
Readiness	<i>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.</i> • Build relationships with community and special interest groups to development outcomes that increase preparedness. • Develop, implement and maintain Community Response Groups, Community Response Plans and Community Emergency Hubs • Deliver readiness educational for all levels of educational facilities in Southland • Support the delivery of training across the 4R's and ensure Southlands council staff, communities and volunteers are engaged, through consistent and effective communication i.e. newsletters, online, social media and in person • Support delivery of specialist training to EMS and council staff on the 4R's • Support the development and maintenance of Standard Operating Procedures for ECC activations as directed • Prepare and deliver public education messages • Support the management of EMS collateral, including stocktaking and resource distribution, ensuring accessibility for iwi Māori communities. • Represent EMS on relevant regional or national working groups or committees under the direction of the team leader • Support the identification and development of Civil defence Centre ensuring that information is kept up to date. • Assist with project work as required e.g. Tsunami signs, organising events (Field Days, Shakeout etc) • Participate in exercises and upskilling when appropriate.
Response	<i>Response involves actions taken immediately before, during, or directly after an emergency to save lives and property and to help communities begin to recover.</i> • Support the Emergency Coordination Centre (ECC) in a response and ensure Controller direction is followed. • Support the Logistics function with the induction of staff entering the ECC facilities during a response • 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 ● Follow the direction of the controller in a response
Recovery	<i>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.</i> ● Support the plan and assistance co-ordination efforts and processes to affect the immediate, medium-term, and long-term holistic regeneration and enhancement of a community following an emergency ● Support EMS and agencies partnerships to establish shared goals, priorities, strategies, and information needs. ● Involve the community in activities across the following 6 environments (Social, Built, Economic Natural, Cultural and Rural) ● 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.
Strategy and vision	● Support the implementation and delivery of Council's strategy
Project management	● Participate in projects which may be financial, transformational, strategic and/or leadership focused from time to time ● Application in line with Council's corporate project management systems and processes.
Finance (budgets)	● Consider financial implications of actions.
Continuous improvement	● Continually seek opportunities to improve services for your customers (internal or external). ● Show flexibility, adaptability and a willingness to change and are 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
Other duties	● Any other duties as may be required from time to time.

Your health, safety and wellbeing

- 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, Get Home Safe)
- 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.

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 Te Tiriti o 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.

Confidentiality, privacy and recordkeeping

All staff of Environment Southland are required to collect, retain, and maintain sensitive, confidential and personal information. Training will be given as appropriate to:

- Manage all information with care and respect in accordance with the Public Records Act 2005, Privacy Act 2020, Local Government Official Information and Meetings Act 1987 and all other relevant Local Government legislation.
- Retain information, regardless of format, e.g. records and data in official organisational systems.
- Ensure no sensitive, confidential, or personal information is inappropriately shared internally or externally without the appropriate approval.
- Report a privacy breach to the organisational Privacy Officer if a situation should occur.

Your experience, knowledge and qualifications

Knowledge/Experience

- Demonstrated knowledge to fulfil requirements of the key accountabilities specified for this position.
- Diploma in Emergency Management, Community Development, 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
- Highly accurate and keen eye for detail.
- Clean, full, current driver's license.

Attributes

- A commitment to customer service and meeting end user requirements
- 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
- Excellent communication skills – both written and verbal.
- Honesty, integrity and commitment to preserving confidentiality, i.e. can be trusted with confidential information.
- Ability to exercise sound judgment and initiative.
- Able to work effectively as part of a team, but without close supervision.

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.

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

A vehicle will be provided for on-call duties.

Performance Review

We have a Professional 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 team member and their people leader, along with a six-month review and regular monthly catch-ups.

Acknowledgement

I _____ have received a copy of the job description and have read and understand the duties and responsibilities and key relationships described therein.

Signature _____ Date _____