



CITY OF ALBANY POSITION DESCRIPTION EMERGENCY MANAGEMENT OFFICER - MITIGATION

1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.
- **Accountable:** for our actions - This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

2. POSITION IDENTIFICATION

TITLE: Emergency Management Officer - Mitigation	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Executive Director Corporate and Commercial Services</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Manager Public Health and Safety</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Community Emergency Services Manager</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px;">Emergency Management Officer - Mitigation</div>
LEVEL: Level 7, City of Albany Industrial Agreement 2023	
DIRECTORATE: Corporate and Commercial Services	
REPORTS TO: Community Emergency Services Manager	
RESPONSIBLE FOR: Nil	

3. POSITION OBJECTIVE

This position is responsible for:

- The development and implementation of the City of Albany's Fuel Management Plans, primarily through liaison with stakeholders, such as adjacent land owners and managers, service providers and any relevant lessees.
- The planning, approvals, funding and implementation of relevant works identified as required in City of Albany Fuel Management Plans.
- Developing and implementing the City of Albany's Annual Fire Access Track Maintenance Program, in conjunction with the City of Albany's Reserves team.
- Providing support to the Emergency Management team in regards to the delivery of emergency management functions

4. KEY RESPONSIBILITIES

General/Administration

- Develop, implement and manage Fuel Management Plans for City of Albany managed land.
- Manage the City of Albany's Bushfire Risk Management Plan and Mitigation Activity Fund (MAF), utilising the Bushfire Risk Management System (BRMS).
- Undertake role of Incident Controller for City of Albany planned burns.
- Develop the City of Albany's Annual Fire Access Track Maintenance Program.
- Implement the City of Albany's Fire Access Track Maintenance Program.
- Undertake Environmental Impact Assessments as required for fire mitigation works.
- Provide support to Community Education Programs.
- Provide support for firefighting training courses

Interpersonal Skills/Customer Service

- Develop and maintain co-operative relationships with key stakeholders and community groups.
- Work effectively as a member of a team.
- Facilitate and maintain effective liaison with internal and external customers to provide advice on matters related to area of responsibility.
- Advise Natural Reserves Coordinator of all potentially sensitive issues, in relation to fuel and reserve management related activities.
- Resolve issues utilising effective conflict resolution methods.
- Foster, advocate and implement the City of Albany's customer service focus and practices.
- Consult with stakeholders to facilitate the planning, development and review of BRM Plans within the City of Albany.

Financial

- Assist in the management of the budget requirements relevant to the City of Albany's Fuel Management Plans, in conjunction with the City of Albany's Reserves Team.

Occupational Health and Safety

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that our within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with OH&S Regulations.
- Abide by the City of Albany
- policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.

5. REQUIREMENTS OF THE JOB

Skills

- Demonstrated experience and knowledge of emergency management and bushfire risk management, including understanding of the role of landholders and agencies in the management of bushfire risk.
- Demonstrated conceptual, analytical and problem solving skills including an understanding of risk management principles and processes with experience undertaking risk assessments.
- Well-developed communication, interpersonal and reporting skills, with demonstrated ability to liaise, consult and negotiate effectively with a wide range of stakeholders, including senior government officers, industry and private landowners.
- Proven ability to plan, prioritise and organise workloads to meet agreed timeframes, including reporting requirements.
- Highly developed interpersonal skills.
- Highly developed verbal communication skills including listening, influencing and negotiating and conflict resolution skills.
- Developed written communication skills, including the construction of letters.
- Highly developed customer service skills.
- Highly developed time management skills.
- Developed decision making skills.
- Developed computer skills.
- Competent with producing maps using Geographical Information Systems (GIS).
- Ability to work in a team.
- Comfortable working alone in remote locations (with required safety equipment provided such as radios, AVL, etc.)
- Comprehensive 4WD vehicle operation skills.

Knowledge

- Knowledge of Local Government procedures relating to reserve management.
- Knowledge of relevant Council Local Laws.
- Knowledge of the *Bush Fire Act 1954* and the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*.
- Sound knowledge of the Environmental Impact Assessment process

Experience and Qualifications

- Sound knowledge and experience of fire and fuel management practices.
- Understanding and on-ground experience in fire mitigation practices.
- Sound knowledge of best practice bushland management practices.
- Understanding of fire ecology and fire behaviour.
- Experience in project management (desirable).
- Proven experience working with ICT based systems including ability to effectively perform data entry, analysis and reporting (highly desirable).
- Qualifications and experience in Incident Management.
- Qualifications in Training and Assessment are desirable.
- Experience in rural fire management including planned burning and firefighting, with an understanding in the principles of bushfire behaviour and suppression activities (highly desirable).
- Tertiary qualifications relevant to Environmental/Reserves Management (preferred)
- 'HR' Class Driver's Licence
- Senior First Aid Certificate

6. CERTIFICATION

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: _____ SIGNATURE: _____
(Please print)

DATE: _____

WITNESS NAME: _____ SIGNATURE: _____
(Manager or above) (Please print)

DATE: _____