



CITY OF ALBANY POSITION DESCRIPTION EMERGENCY SERVICES OFFICER

1. CITY OF ALBANY VALUES

All Councilors, 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 can't be all things to all people.

2. POSITION IDENTIFICATION

TITLE: Emergency Services Officer	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; width: fit-content; margin: 0 auto;">Executive Director Corporate and Commercial Services</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; width: fit-content; margin: 0 auto;">Manager Public Health and Safety</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; width: fit-content; margin: 0 auto;">Community Emergency Services Manager</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; width: fit-content; margin: 0 auto;">Emergency Services Officer</div>
LEVEL: Level 6, 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 delivery of emergency management functions.
- Providing advice on emergency services legislation and relevant municipal law.
- Encouraging and enhancing the recruitment, training and retention of volunteers in emergency management.

- Develop partnerships that will see a best practice approach to community safety and emergency management delivery between Local Government, the Department of Fire & Emergency Services (DFES), Police and other community and state agencies and stakeholders.
- Provide Incident Management support for emergency response within the City of Albany
- Review and coordination of contract management principles and administration.

4. KEY RESPONSIBILITIES

Leadership and Management

- Contribute to the strategic and operational management of the Emergency Management Team, including attendance at BFAG, BFAC, LEMC and Brigade meetings as required.
- Assist the Manager Public Health and Safety and the Community Emergency Services Manager in meeting the City's Emergency Management obligations.

Legislation

- Provide advice on bushfire management plans and fire management notice variations.
- Assist the City's Emergency Management Team to develop and implement effective Local Emergency Management Arrangements.
- Assist the Local Recovery Coordinator with implementation of the Recovery plan where applicable.

Financial

- Assist the Manager Public Health and Safety and the Community Emergency Services Manager in identifying financial requirements of Volunteer Bush Fire Brigades and Emergency Management team
- Manage and take responsibility of the physical and financial resources of designated Volunteer Bush Fire Brigades (vehicle and premises maintenance, equipment, power meter readings, etc.).
- Assist the Community Emergency Services Manager in identifying future needs for community safety enhancement through the 'Resource to Risk' process or other grant funding opportunities.

General/Administrative

- Assist the City's Emergency Management Team in the reviewing and updating publications (i.e. Brigade Operating Procedures, etc.) to ensure content is current and relevant to business needs.
- Review and coordination of contract management principles and administration.
- Form and implement appropriate information systems for City's Emergency Management Team both operationally and strategically.
- Assist in providing regular summary reports on emergency management activities undertaken within the City of Albany and the benefits measured against objectives.
- Develop a register of human, physical and infrastructure resources for emergency management, including fixtures, fittings and equipment resources.
- Manage the servicing, maintenance and replacement of emergency management resources (fire appliances, brigade sheds, brigade assets, etc.)
- Identify, coordinate and maintain strategic water points in the municipality.
- Foster and encourage a coordinated response by City staff in emergencies.
- Ensure implementation and evaluation of emergency preparedness, prevention, response and recovery services plans.
- Support the emergency management team with the delivery of training and education for our internal & external stakeholders
- Meet other operational or administrative requirements and projects as directed by the Manager Public Health and Safety and the Community Emergency Services Manager.

Interpersonal Skills/Customer Service

- Strive for continuous improvement in the workplace and excellence in customer service.
- Develop and maintain co-operative relationships with key stakeholders and community groups.
- Represent the City of Albany in relevant forums to maximise the City's benefits and return on investment from its emergency services assets, as well as monitoring the impact of changes on emergency management and municipal law.
- Develop and maintain sound internal partnerships with other City teams.
- Assist the Emergency Management Team to ensure the City's Incident Control Centre is appropriate for emergency management.

Community Emergency Services

- Assist the Community Emergency Services Manager to develop and deliver public awareness and education programs in emergency management.
- Participate in community emergency prevention, preparedness, response and recovery planning and exercises by other partner agencies.
- Work with internal and external stakeholders in developing best-practice fire management plans, where required.

5. REQUIREMENTS OF THE JOB

Skills

- Ability to demonstrate professionalism and integrity, inspire and motivate others through clear vision and communication, and guide teams in problem-solving to achieve optimal outcomes. Strong interpersonal skills with the ability to build productive relationships with people at all levels within and outside the team.
- Ability to research, collate and analyse information to provide written reports and recommendations.
- Ability to work autonomously or in a team environment and accept accountability and responsibility for own actions.
- Ability to take command and successfully manage emergency operations.
- Sound time management skills, with the ability to work under pressure, and be well organised.
- Well-developed written, verbal and report writing skills including a sound working knowledge of administrative procedures.
- Well-developed analytical, numeracy and financial management skills.
- Sound computer skills with developed knowledge of the Microsoft Office suite (especially Word, Excel and Outlook).
- Ability and commitment to implementing best practice programmes and systems.

Knowledge

- Knowledge and experience in emergency management
- Knowledge and experience in emergency management cycle; prevention, preparedness, response, and recovery.
- Knowledge and experience of the fire and emergency services industry in the context of Local Government and State Government responsibilities preferred, or the willingness and ability to quickly acquire, or preparedness to work towards.

Experience and Qualifications

- Experience in community emergency management activities with specialised skills sufficient to perform at this level
- Qualifications in Incident Management or at least 3 years relevant workplace experience.
- Certificate IV Training and Assessment (desirable).
- Current unrestricted "C" class national driver's licence (MR licence preferred).

- National police clearance.

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: _____