



Disaster Management Officer

POSITION DESCRIPTION

Position Number:	2955	Position Status:	Permanent Full Time
Portfolio:	Communities and Environment	Classification:	QLGIA (Stream A) Level 5
Business Unit:	Communities Management	Reports To:	Coordinator Disaster Management and Community Resilience
Team:	Disaster Management and Community Resilience	Revised:	April 2026

Human Resource Delegation:	Nil	Financial Delegation:	Band 5
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General Position Statement:

This position supports Council's direction by providing specialist disaster management and community resilience support within an established legislative and governance framework. The Disaster Management Officer assists the Coordinator Disaster Management and Community Resilience through the delivery and support of disaster management activities across prevention, preparedness, response and recovery.

Specific Responsibilities:

This position has the following responsibilities:

1. Provide specialist support to the coordination, implementation and review of Council's disaster management arrangements in line with the *Disaster Management Act 2003*, Queensland Disaster Management Arrangements (QDMA) and Council governance frameworks.
2. Lead the development and maintenance of disaster management plans, sub-plans, procedures and policies and coordinate arrangements for cyclone shelters, evacuation centres and places of refuge, including staff recruitment, training and readiness.
3. Perform a key operational leadership role within the Local Disaster Coordination Centre (LDCC), supporting disaster preparedness, response and recovery activities during activations under the direction of the relevant Coordinator.
4. Provide liaison and operational support to State Emergency Service (SES) groups and key internal and external stakeholders, supporting coordination, asset tracking, long-term planning and effective multi-agency disaster management outcomes.



5. Coordinate and support community preparedness, recovery and resilience initiatives, including delivery of the Get Ready program, management of funding, reporting requirements, educational materials and community engagement activities.
6. Prepare and deliver disaster management training, exercises and awareness activities; support post-event debriefs, lessons-learned reviews and contribute to recommendations that improve disaster management systems, plans and practices.
7. Be available to work outside normal business hours and undertake extended work hours during disaster and emergency activations and scheduled community engagement activities, consistent with operational needs and Council arrangements.
8. Act as a role model for Council's values and behaviours at all times and display a high level of professional and ethical conduct.
9. Ensure a safe, healthy and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements and relevant policies and procedures.
10. Maintain clear and accurate records that support effective service delivery and reflect Council's commitment to transparency and good governance.
11. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
12. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Working knowledge and understanding of the *Disaster Management Act 2003*, *Disaster Management Regulations 2014* and associated disaster management doctrine.
2. Proven leadership skills, and experience motivating and influencing others to contribute to problem-solving, cross-agency cooperation and risk reduction outcomes.
3. Excellent communication (verbal and written) skills with a strong focus on the provision of a quality service and building strong partnerships within Council and with the community.
4. Demonstrated high level interpersonal skills to effectively liaise, negotiate and maintain collaborative relationships with a wide range of stakeholders, including community members, Indigenous groups, government agencies and local industry.
5. Proven ability to effectively manage time, prioritise work and meet deadlines while balancing competing and time-sensitive demands.
6. Thorough knowledge of the Queensland Disaster Management Arrangements and the application through the phases of prevention, preparedness, response and recovery.
7. Ability to effectively apply Council's computer systems including Guardian, Finance, Council's corporate record management system and the Microsoft Office Suite.





Mandatory Qualifications, Licences and Experiences

1. Advanced Diploma of Public Safety (Emergency Management) and/or substantial experience with sound discipline knowledge of Queensland disaster management arrangements, principles and operations gained worked working in a similar role.
2. Possess and maintain a current motor vehicle driver licence.

Desirable Qualifications, Licences, and Experiences

1. Experience in a local government environment.
2. AllIMS Functional Management or Incident Management Team training (or equivalent).
3. Training aligned with the Queensland Disaster management Training Framework (QDMTF).
4. Relevant qualification in Project Management and/or demonstrated project management skills and experience.

Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

Physical Requirements

1. Ability to work in an outdoor and office environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation, if required.
4. Provision of a satisfactory Criminal History Check – Police Certificate (Australia Wide Name Only Police Check), if required.

Delegations and Authorisations:

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.





Disaster Management Officer

SELECTION CRITERIA

Position Number:	2955	Position Status:	Permanent Full Time
Portfolio:	Communities and Environment	Classification:	QLGIA (Stream A) Level 5
Business Unit:	Communities Management	Reports To:	Coordinator Disaster Management and Community Resilience
Team:	Disaster Management and Community Resilience	Revised:	April 2026

Please address each of the selection criteria below in your application:

1. Mandatory Requirements:

- Advanced Diploma of Public Safety (Emergency Management) **and/or** substantial experience with sound discipline knowledge of Queensland disaster management arrangements, principles and operations gained worked working in a similar role.
 - Possess and maintain a current motor vehicle driver licence.
2. Demonstrated knowledge and application of the *Disaster Management Act 2003* and Queensland Disaster Management Arrangements across all phases of prevention, preparedness, response and recovery.
 3. Proven experience supporting disaster operations, including contributing to Local Disaster Coordination Centre (LDCC) activations and working effectively within a team and under pressure.
 4. Ability to develop, review and maintain disaster management plans, procedures and operational arrangements, including evacuation centres and cyclone shelters.
 5. Strong communication and interpersonal skills with a demonstrated ability to build collaborative relationships with emergency services, government agencies and community stakeholders.



Suggested approaches to addressing selection criteria include:

Responses should be relevant and directly relate to the selection criteria.
Responses are generally no longer than one page per selection criteria.

You may like to take in account;

- Situation – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task – Describe the event/task that required resolution, what was required of you.
- Action – Describe what actions you took; how did you resolve the problem.
- Result – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.