



# Coordinator Disaster Management and Community Resilience

## POSITION DESCRIPTION

<b>Position Number:</b>	3695
<b>Portfolio:</b>	Communities
<b>Business Unit:</b>	Disaster Management and Community Resilience
<b>Team:</b>	
<b>Position Status:</b>	Permanent Full Time
<b>Classification:</b>	QLGIA (Stream A) Level 7
<b>Reports To:</b>	General Manager Communities
<b>Revised:</b>	March 2025

### General Position Statement:

This position supports Council's direction by effectively managing the operational functions of the Disaster Management and Community Resilience business unit by determining and clearly articulating the direction for the team and overseeing its performance and ensuring safe and productive operations in a professional, efficient, and confidential manner, ensuring the development of good working relationships with all staff and the public.

### Specific Responsibilities:

This position has the following responsibilities:

1. Manage the development, implementation, co-ordination, monitoring, and evaluation of projects and programmes relating to disaster management and community resilience.
2. Manage the various functions of the Disaster Management and Community Resilience business unit through planning, designing and implementing strategic initiatives to enhance organisational effectiveness.
3. Ensure that Council's objectives, as applicable to the Disaster Management and Community Resilience business unit, are effectively and efficiently achieved.
4. Ensure work practices and processes are subject to ongoing review and modification and those innovations which facilitate service and performance improvement are fully assessed and where appropriate, adopted and implemented.
5. Develop, implement, and manage processes for ensuring that staff receive a level of training and development which meets their needs, provides opportunities, and provides Council with an adequately skilled workforce.
6. Develop, monitor and manage budgets for the Disaster Management and Community Resilience business unit.
7. Partner with other managers to deliver initiatives and services which enhance organisation performance.
8. Provide high level leadership and management for all Council staff.





9. Maintain effective business and networking relationships with funding bodies and community partners and ensure that relevant grants and subsidies which support current programmes across the Business Unit are effectively managed, reported, and acquitted.
10. Develop and continuously improve initiatives, systems, and procedures to service the Disaster Management and Community Resilience business unit and the community.
11. Effectively maintain the *Livingstone Shire Local Disaster Management Plan* through a continuous improvement plan comprising regular reviews and audits, planning, and conducting disaster event simulations on a regular basis and conducting de-briefing exercises post disaster events with relevant stakeholders.
12. Represent Council on the Local Disaster Management Group and co-ordinate the establishment and effective operations of the Livingstone Shire Council Recovery and Resilience Group and associated taskforces.
13. Oversee Council's relationship with the State Emergency Service Local Controller, ensuring that all activities are undertaken in accordance with Council's and the State Emergency Service's policies and/or doctrines.
14. Oversee the development and implementation of Council's volunteer programme and ensure that appropriate systems are in place and followed, to manage volunteer engagements.
15. Contribute to the development of a positive 'whole of council' team culture which is driven continuously to achieve better services and facilities for the community in accordance with Council's values.
16. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
17. Refer matters which may impact upon the business, Council and employees to the relevant Supervisor or Manager.
18. Undertake other relevant duties as directed, consistent with skills, competence, and training.

### Local Disaster Coordination

19. Fulfill the role of Local Disaster Coordinator and undertake key functions in the Local Disaster Co-ordination Centre during disasters or significant events, as required by the Disaster Management Act 2003.
20. Co-ordinate the Local Disaster Co-ordination Centre operations ensuring that appropriate, operations, systems and procedures are in place and that appropriate training occurs.
21. Oversee the Local Disaster Co-ordination Centre operations during a disaster event, providing operational direction to the Local Disaster Co-ordination Centre and advice to the Local Disaster Management Group.
22. Assist the Local Recovery Co-ordinator or each of the Recovery and Resilience Group Taskforces to liaise with other areas of Council and relevant stakeholders to secure the required resources which support recovery and resilience strategies as identified within taskforce activity plans.
23. Assist the Local Recovery Co-ordinator or community, business and non-government organisations in their contribution to the relevant Recovery and Resilience Group Taskforce activities.





24. Assist with and undertake lobbying activities, on behalf of Council and/or the community, with the State and Federal Governments for funding opportunities including Disaster Recovery Funding Arrangements (DRFA) and the State Recovery Co-ordinator.
25. Identify and liaise with the relevant stakeholder areas where the Local Disaster Management Group, District Disaster Management Group, Queensland Disaster Management Committee and the Premier need to make decisions beyond existing policies and procedures and advise on recommended options.
26. Manage the Disaster Recovery Funding (DRFA) Arrangements claims and reporting requirements.
27. Provide regular reporting to relevant stakeholders including the Federal and State Governments and the community regarding recovery activities and progress updates.

### **Position Requirements:**

#### **Skills/Competencies**

1. Extensive working knowledge of relevant Local Government operations and legislative framework.
2. Proven stakeholder engagement skills and experience to effectively work with and liaise with emergency services, Council and members of the public.
3. Comprehensive report writing skills and demonstrated ability to produce logical, plain English, and professionally written communication.
4. Excellent communication (verbal and written) and interpersonal skills with a strong emphasis on providing quality customer service.
5. Demonstrated ability to plan workload, achieve set goals, and meet simultaneous deadlines.
6. High level financial and budget management skills.
7. Ability to effectively operate Council's computer systems including Finance One, Council's corporate record management system and the Microsoft Office Suite.

#### **Mandatory Qualifications, Licences, and Experience**

1. Tertiary qualifications in Emergency Management/Disaster Risk/Resilience and Recover and/or high level discipline knowledge together with extensive relevant experience to perform the responsibilities of the position.
2. Experience in managing, leading and developing a team.
3. Possess and maintain a current motor vehicle drivers licence.

#### **Desirable Qualifications, Licences, and Experience**

1. Experience in a local government environment.

#### **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 decision-making and actions.

### Physical Requirements

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


### Delegations and Authorisations:

Financial, Administrative and Human Resource Management 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.

### Acknowledgement:

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role

<b>Authorised By:</b>	General Manager Communities
<b>Signature:</b>	
<b>Date:</b>	25 March 2025
<b>Present Incumbent:</b>	
<b>Signature:</b>	
<b>Date:</b>	







## TEAMWORK

- We are one Council, working seamlessly across the organisation to deliver the best outcomes for our community.
- We involve others to design solutions and inform decisions.
- We openly share knowledge and information.
- We care about each other and ask for, and accept, support when needed.
- We resolve issues and conflicting priorities in an open and constructive way.



## COMMUNITY

- We are one community and make decisions with our whole community in mind.
- We engage with and listen to our community to understand their needs.
- We support our community to develop resilience and sustainability.
- We effectively and efficiently deliver high quality products and services.
- We respond quickly and constructively.



## ACCOUNTABILITY

- We own our actions, successes and failures, and ensure we implement lessons learned.
- We take personal responsibility for everyone's safety.
- We manage and use Council's resources effectively and efficiently.
- We make and communicate decisions and rationale in a timely and inclusive manner and act with transparency.
- We are diligent in delivering on our commitments, and communicating issues early.



## POTENTIAL

- We focus on being the best we can be and in-turn inspire others.
- We will be open to change and will pursue opportunities.
- We will continually seek to improve how we do things and build upon each other's ideas.
- We make time to seek and provide feedback to support each other.
- We encourage and support innovation and initiative.



## POSITIVITY

- We inquire with curiosity, actively listen to others and are open to new perspectives.
- We approach issues looking for solutions.
- We remain calm and respectful when working through difficult situations.
- We focus on being open and adaptable.
- We invest in our physical and mental wellbeing.

# Coordinator Disaster Management and Community Resilience SELECTION CRITERIA

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<b>Business Unit:</b>	Disaster Management and Community Resilience
<b>Team:</b>	
<b>Position Status:</b>	Permanent Full Time
<b>Classification:</b>	QLGIA (Stream A) Level 7
<b>Reports To:</b>	General Manager Communities
<b>Revised:</b>	March 2025

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

1. Mandatory qualifications and experience:
  - Tertiary qualifications in Emergency Management/Disaster Risk/Resilience and Recover and/or high level discipline knowledge and extensive relevant experience to perform the responsibilities of the position.
  - Possess and maintain a current motor vehicle drivers licence.
2. Experience managing, leading and developing a team.
3. Extensive working knowledge of relevant Local Government operations and legislative framework.
4. Proven stakeholder engagement skills and experience to effectively work with and liaise with emergency services, Council and members of the public.
5. Comprehensive report writing skills and demonstrated ability to produce logical, plain English, and professionally written communication.
6. Demonstrated ability to plan workload, achieve set goals, and meet simultaneous deadlines.

## **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.