

Disaster Management Officer

POSITION DESCRIPTION

Position Number:	2955
Portfolio:	Communities
Business Unit:	Disaster Management and Community Resilience
Team:	
Position Status:	Permanent Full Time
Classification:	QLGIA (Stream A) Level 5
Reports To:	Coordinator Disaster Management and Community Resilience
Revised:	March 2025

General Position Statement:

This position supports Council's direction by supporting the Coordinator Disaster Management and Community Resilience in building resilience within the community and organisation by implementing Council's disaster management programmes and delivery of a range of disaster management services. to support Council's disaster management operations, involving prevention, preparedness, response and, recovery in an effective and efficient manner.

Specific Responsibilities:

This position has the following responsibilities:

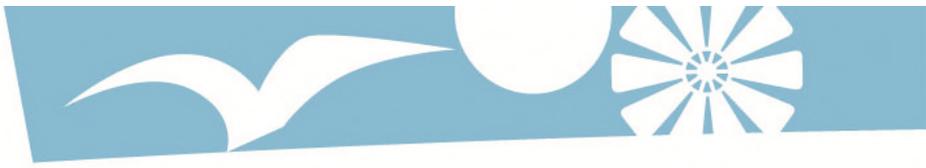
1. Contribute to building a resilient and innovative organisational and community culture, by applying disaster management knowledge to establish priorities, assess, plan, organise and implement operational and strategic activities whilst exercising a degree of autonomy.
2. Develop and implement community recovery and resilience programmes and analyse and interpret the benefits and lessons for future programmes.
3. Apply a multi-disciplinary approach to community recovery and resilience programmes by liaising with external and internal stakeholders to ensure expert knowledge is considered, evaluated and applied to the recovery pillars of human and social, environmental, economic, built environment and roads and transport.
4. Maintain a thorough working knowledge of the Queensland Disaster Management Arrangements (QDMA) and apply it through the phases of prevention, preparedness, response and recovery.
5. Utilising experience, knowledge of Queensland Disaster Management Arrangements and legislation, prepare and provide accurate reports on operational activities and the strategic direction of disaster management in the Livingstone Shire Council.
6. Research, interpret, plan and implement appropriate courses of action in response to changing requirements within the Disaster Management sector, including; statutory, socio-economic, technological, climate change and recommendations from reviews and royal commissions.





7. Support Local Disaster Coordinator during disaster operations and crisis structure's activation by supporting necessary disaster response based on identified/assessed needs and applying working knowledge and expertise of Queensland Disaster Management Arrangements and applying good judgement and initiative to fast paced and fluid situations.
8. Required to be available to work outside of normal work hours and/or for extended work hours during critical situations, including emergencies and disaster events to support necessary response efforts.
9. Interact with and oversee various volunteers and volunteer groups (social, emergency, and environmental), including methods of recruitment and retention.
10. Responsible for the policies, procedures and function of Councils Community Volunteer Programme ensuring that the intent offers volunteers a sense of empowerment, positivity and belonging.
11. Preparation of disaster training sessions and workshops including specific tasks of sourcing material, preparing training venues, managing bookings and schedules.
12. Contribute to and assist in the development of information, educational and promotional material.
13. Conduct active recruitment, training, support, and acknowledgement of volunteers in Councils Community Volunteer Programme.
14. Establish and maintain collaborative relationships with a diverse group of external stakeholders, including, but not limited to, members of the community, Indigenous groups, special interest groups, other government agencies (Local, State and Federal) and industries relevant to the shire including community and community groups.
15. Actively build networks and influence/motivate others to find solutions to challenging issues and achieve cross-agency successes and ultimately reduce risk to the community.
16. Recommend and implement changes and adaptations to processes that will achieve quality outcomes to the seven elements of the Inspector General Emergency Managements, Standard for Shared Responsibilities
17. Coordinate and progress the Yeppoon Public Cyclone Shelter (YPCS) management team and conduct recruitment, retention and training of relevant YPCS team members.
18. Assist in the coordination of the Livingstone Shire Local Disaster Management Groups responsibilities by developing, reviewing and maintaining local disaster management plans and sub-plans for evacuation centres including staff recruitment, training, shelter resourcing and other relevant operational requirements.
19. Develop and review of a range of disaster plans, procedures, policies and guidelines.
20. Support Local Disaster/Recovery Coordinator in community recovery, including coordination of the Local Recovery and Resilience Committee and Taskforces.
21. Oversee on behalf of Council, the State Emergency Service's operational budgets and council assets assigned to it and apply critical thinking and planning for future funding opportunities.
22. Support to the Livingstone Shire State Emergency Services (SES) groups through regular liaison with the Local Controller and a conduit to relevant Council sections.
23. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.





24. Refer matters which may impact upon the business, Council and employees to the relevant Supervisor or Manager.
25. 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 and the Disaster Management Regulations 2014*.
2. Proven leadership skills, and experience motivating and influencing others to find solutions to challenging issues and achieve cross-agency successes and ultimately reduce risk to the community.
3. Excellent communication (verbal and written) skills relevant to the position 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 network and negotiate, build and maintain collaborative relationships with a diverse group of external stakeholders, including, but not limited to, members of the community, Indigenous groups, special interest groups, other government agencies (Local, State and Federal) and industries relevant to the shire including community and community groups.
5. Demonstrated high level time management and prioritisation skills to effectively and efficiently manage conflicting priorities and meeting deadlines.
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 Finance, Council's corporate record management system and the Microsoft Office Suite.

Mandatory Qualifications, Licences and Experience

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.

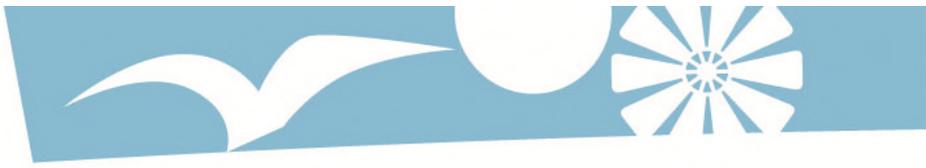
Desirable Qualifications, Licences and Experience

1. Experience in a local government environment.
2. 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/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 Intranet.

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.

Authorised By:	General Manager Communities
Signature:	
Date:	13 March 2025
Present Incumbent:	
Signature:	
Date:	





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.



Disaster Management Officer

SELECTION CRITERIA

Position Number:	2955
Department:	Communities
Section:	Disaster Management and Community Resilience
Position Status:	Permanent Full Time
Classification:	QLGIA (Stream A) Level 5
Reports To:	Coordinator Disaster Management and Community Resilience
Revised:	March 2025

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

1. Mandatory Qualifications and Licences:
 - 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 thorough working knowledge of the Disaster Management Act 2003, Disaster Management Regulations 2014 and Queensland Disaster Management Arrangements and the application through the phases of prevention, preparedness, response and recovery.
3. Excellent leadership skills, with the ability to motivate and influence others to find solutions to challenging issues and achieve cross-agency successes and ultimately reduce risk to the community.
4. Excellent communication (oral and written) skills relevant to the position with a strong focus on the provision of a quality service and building strong partnerships within Council and with the community.
5. Demonstrated high level time management skills to effectively manage conflicting priorities and meeting deadlines.

Please address each of the selection criteria in your application:

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;

- What was your role?
- What did you do and how did you do it?
- What did you achieve?
- What was the end result/outcome?

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.