



POSITION DESCRIPTION

Position Title:	Emergency Management Liaison
Position Number:	11176
Directorate:	Development Services
Department:	Regulatory Services
Reports to:	Emergency Management & Ranger Services Coordinator
Agreement:	City of Karratha Industrial Agreement 2023
Classification:	Level 6

1. POSITION OVERVIEW

The position is responsible for coordinating emergency management across the City, leading the promotion and development of emergency management policies and practices within the organisation and community, and ensuring compliance with the Emergency Management Act 2005 and related legislation.

1.1. Position Objectives

- Provide planning and support to ensure the organisation and community are well-prepared for effective emergency response and recovery efforts.
- Lead and manage the City's bushfire mitigation program, with an emphasis on proactive planning, risk reduction, resilience building, and coordination among key stakeholders.
- Serve as the City's liaison on Emergency Management Committees and during emergencies, ensuring informed decision-making and effective incident management.
- Support Coordinator in the management of budgets, including preparing funding requests through grant applications related to emergency preparedness and response.

2. DUTIES & RESPONSIBILITIES

2.1 Emergency Management

- Ensures the effective implementation and delivery of fire preparedness, prevention, response and recovery services within the City and promotes strategies for public compliance with the requirements of the Bush Fires Act 1954.
- Plan and execute the annual Firebreak Program, coordinating with Fire Control Officers as needed to ensure compliance and community safety.
- Plan and execute the annual Cyclone inspections utilising Rangers to minimise the risk to the community and property.
- Provide detailed technical review and assessments on State Plans, legislation and policy to ensure the City's proactive response to state direction.
- Prepare and implement the Bushfire Mitigation Program, including forward planning, securing funding through submissions, and coordinating the implementation of mitigation works.
- Fulfil the role of Deputy Chief Bush Fire Control Officer and work collaboratively with DFES staff to manage bush fires within the district.
- Coordinate relevant inspections to ensure compliance with the Bush Fires Act, Emergency Management Act and Local Laws.

2.2 Administration Management

- Review, maintain, and update the City's Local Emergency Management Arrangements (LEMA) to ensure compliance with statutory requirements, and assist in the development of additional emergency management plans, guidelines, and procedures.
- Prepare submissions, correspondence and reports to executive and council as required.
- Coordinate Council's responsibilities regarding the Local Government Grants Scheme (LGGGS) in conjunction with Department of Fire and Emergency Services (DFES)
- Apply for and manage grants for emergency management initiatives, including reporting on progress and ensuring compliance and statutory requirements.

2.3 Stakeholder Management

- Serve as the primary liaison for operational matters related to the City's obligations under the Local Emergency Management Arrangements (LEMA), Local Emergency Management Committee (LEMC), and other designated emergency management workgroups.
- Conduct surveys and engagement activities to assess emergency planning needs, providing technical support to internal and external stakeholders.
- Develop and maintain professional relationships with DFES, WA Police and other key emergency provider stakeholders to ensure the delivery of services as specified in any Memoranda of Understanding, or other agreements related to emergency management.

2.4 Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

3 SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Thorough knowledge and understanding of local laws and State legislation to ensure a high level of compliance within the community.
- Ability to guide others in the consideration of complex compliance matters.

3.2 Judgement and Problem Solving

- Proven, negotiation, initiative and problem-solving skills.
- Ability to research and interpret the legislative requirements of the position.

3.3 Specialist Knowledge and Skills

- Experience and knowledge of Local Government functions and procedures, with knowledge of statutory requirements of relevant Acts and Council local laws pertaining to this position.
- Demonstrated keyboard and computer literacy skills with Microsoft Office and records management experience.

3.4 Management Skills

- Demonstrated experience and leadership in managing multiple stakeholders in emergency management.

3.5 Interpersonal Skills

- Highly developed communication skills at all levels (written and verbal), report writing, time management, organisational, interpersonal, customer service, negotiation and conflict management skills.
- Demonstrated ability to effectively deal with emergency or crisis situations.

3.6 Qualifications and Experience

- Diploma in Emergency Management or studying towards a Diploma or Tertiary qualification in Emergency Management or complementary fields.
- Current C class driver's licence
- National (or Federal) Police Certificate no more than 6 months old
- Fire Control Officer certificate
- First Aid Certificate