

# Emergency Management Officer



**Mackenzie**  
DISTRICT COUNCIL

## Position Description

### Position Description

<b>Position:</b>	Emergency Management Officer
<b>Incumbent:</b>	<b>TBC</b>
<b>Reports to:</b>	General Manager Information, Engagement and Community Development Services
<b>Location:</b>	Fairlie
<b>Department</b>	Information, Engagement and Community Development Services
<b>Role Family:</b>	Technical / Expert roles

<b>Customer Relationships:</b>	<b>Who:</b>
➤ <b>External</b>	<ul style="list-style-type: none"> <li>➤ Community members, community groups, community volunteers and other key stakeholders</li> <li>➤ Consultants and Contractors</li> <li>➤ Canterbury Civil Defence Emergency Management Group (ECAN)</li> <li>➤ Other Local Authorities and Government Agencies</li> <li>➤ Audit NZ</li> <li>➤ Iwi / Papatipu Rūnanga / Mana Whenua</li> </ul>
➤ <b>Internal</b>	<ul style="list-style-type: none"> <li>➤ Chief Executive Officer</li> <li>➤ Executive Leadership Team</li> <li>➤ Mayor and Elected Members</li> <li>➤ Community Board Members</li> <li>➤ Senior Leadership Team</li> <li>➤ All Business Unit Leaders within the Mackenzie District Council</li> <li>➤ All other Mackenzie District Council employees</li> </ul>

**Position Contribution:**

The Emergency Management Officer is primarily responsible for the management and coordination of the Council’s Civil Defence and emergency management whilst ensuring alignment to best practice nationally and utilising the comprehensive emergency management of the ‘4 R’s’ and acknowledging the National Disaster Resilience Strategy.

The Emergency Management Officer will also be responsible for ensuring that the Council’s statutory obligations under the relevant Acts are met and that the Council is well informed on all matters relating to Civil Defence and Emergency Management.

The Mackenzie District Council is focused on the delivery of best practise and innovation, collaboration and embracing kaitiaki principals in all that it does.

<b>Scope:</b>	<b>Dimensions:</b>
<b>Delegated levels of authority</b>	Refer to MDC Delegations Manual
<b>Span of Control</b>	Nil

<b>Expected Outcomes:</b>	<b>Primary Areas of Responsibilities / Measures:</b>
<b>Civil Defence and Emergency Management</b>	<ul style="list-style-type: none"><li>• Ensure that the Mackenzie District, including individuals, families / whānau and communities are prepared, able to respond to and recover from emergencies.</li><li>• Ensure that the Council has a comprehensive emergency management process that utilises the four R’s and acknowledges the National Disaster Resilience Strategy released by the National Emergency Management Agency (NEMA)</li><li>• Ensure that all statutory obligations under the relevant Acts are met and that the Council is informed on all matters relating to Civil Defence and emergency management.</li><li>• Ensure that the public are aware of hazards and risks within the community. This is to be achieved through regular interaction with the various communities, Iwi, emergency services, key partners and stakeholders within the Mackenzie and neighboring Districts.</li></ul>
<b>Emergency Management Systems, Processes and Procedures (Council and District)</b>	<ul style="list-style-type: none"><li>• Develop, implement and continuously review processes, policies, procedures, guidelines and systems which support effective emergency management within the Mackenzie District Council. That all Council employees and volunteers are trained and prepared to respond to an emergency.</li><li>• Identify suitably qualified CDEM local Controllers and Recovery Managers and provide ongoing support and training.</li></ul>

	<ul style="list-style-type: none"> <li>• Ensure that there is an effective induction for new team members within the Mackenzie District Council on Civil Defence and Emergency Management processes and procedures.</li> <li>• Ensure that facilities are available and have the appropriate level of resources for Civil Defence emergency management.</li> <li>• Ensure there are sufficient personnel (including volunteers) trained in CDEM response and recovery roles.</li> <li>• Ensure that all CDEM equipment is maintained to a high standard and is readily accessible to be deployed across the district.</li> <li>• Plan, design and conduct training for all Council employees (including volunteers) that are involved in the CDEM response.</li> <li>• Ensure guidelines, processes and policies for MDC employees are published, up to date and clear whilst ensuring that MDC employees and volunteers are trained and informed of procedures and are given opportunities to interact.</li> <li>• Develop and maintain training manuals, quick reference guides and / or other tools to support employees in the area of emergency management.</li> <li>• Keep up to date with any additional documents relating to CDEM at a regional or national level.</li> <li>• Prepare and develop annual and long-term planning budgets.</li> <li>• To ensure that appropriate funds are budgeted for and then allocated to meet objectives.</li> </ul>
<p><b>Monitoring (Council and District)</b></p>	<ul style="list-style-type: none"> <li>• To provide after-hours availability 1 week per month on the 24/7 oncall South Canterbury CDEM duty officer roster in conjunction with Timaru and Waimate District Councils. This is to ensure 24/7 monitoring and responding to any events that may require coordination or activation outside of normal business hours.</li> <li>• Ensure that work is delivered to standard, with minimum disruption, that people are aware of what is happening and makes best long-term use of rate payers' money.</li> <li>• Provide quarterly reporting to the CEO and Executive Team on: <ul style="list-style-type: none"> <li>○ Any changes affecting Civil Defence functions and preparedness that may have an impact on any of our processes, systems, procedures etc.</li> <li>○ Any updates or initiatives from other Councils relevant to emergency management that may be appropriate.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Outcomes of actions taken to address issues, challenges or opportunities related to Emergency Management or Civil Defence.</li> <li>● Attend meetings and coordinate regularly with CDEM and other relevant agencies; provide and prepare reports for the CEO and Executive Team on Civil Defence Policy matters, any developments that may affect emergency management and ensure that tikanga Māori and the principles of the Treaty of Waitangi are taken in to account in Civil Defence activities, as appropriate.</li> </ul>
<p><b>Self / Professional Development</b></p>	<ul style="list-style-type: none"> <li>● Continue to develop corporate planning and policy development experience proactively, learn about the Mackenzie District Council and contribute district wide.</li> <li>● Actively solicit feedback from customers, peers and your manager about your work performance in order to develop your skills.</li> <li>● Build and maintain professional knowledge of best practice.</li> <li>● Actively learn and take a keen interest about all aspects of Engineering to enable you to provide support and cover for all areas within the team.</li> <li>● Be a willing and active participant in Mackenzie District Council's emergency management activities and responsibilities.</li> </ul>
<p><b>Health and Safety</b></p>	<ul style="list-style-type: none"> <li>● Ensure that all activities undertaken, including that undertaken by contractors and consultants, are undertaken in accordance with Mackenzie District Councils Health and Safety Management system and related procedures.</li> <li>● Understand your health and safety responsibilities as outlined in the Health and Safety Management System and related procedures.</li> <li>● Ensure compliance with responsibilities under the Health and Safety at Work Act (2015) and any amendments.</li> <li>● Ensure compliance with requirements of the Motor Vehicle Policy.</li> <li>● Actively participate in the hazard identification and risk management process and report all accidents, incidents and near misses in a timely manner.</li> <li>● Raise any health and safety related issues or areas of concern with manager or Health, Safety and Wellbeing representative as soon as possible.</li> <li>● Engage in any Health, Safety and Wellbeing related training and complete all applicable course work.</li> <li>● Ensure that any contractors engaged by the Mackenzie District Council for Emergency Management related work are 'Health and Safety Approved' and that effective contract management systems are followed.</li> </ul>






	<ul style="list-style-type: none"> <li>• Participate in relevant corporate training sessions on Health and Safety.</li> <li>• Maintain, update and disseminate Health and Safety material as may be relevant to their area of work.</li> <li>• Support and co-operate with the Happy Healthy and Safe Committee and Health and Safety Representatives.</li> <li>• Carry out safety observations, inspections and audits when required.</li> </ul>
<b>Confidentiality and Record Keeping</b>	<ul style="list-style-type: none"> <li>• Ensure that all records are saved in Laserfische</li> <li>• Ensure that any confidential information that may be acquired, either directly or indirectly, is tagged and classified correctly, and is to be treated appropriately.</li> </ul>

*The key responsibilities described in this document should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of this position.*

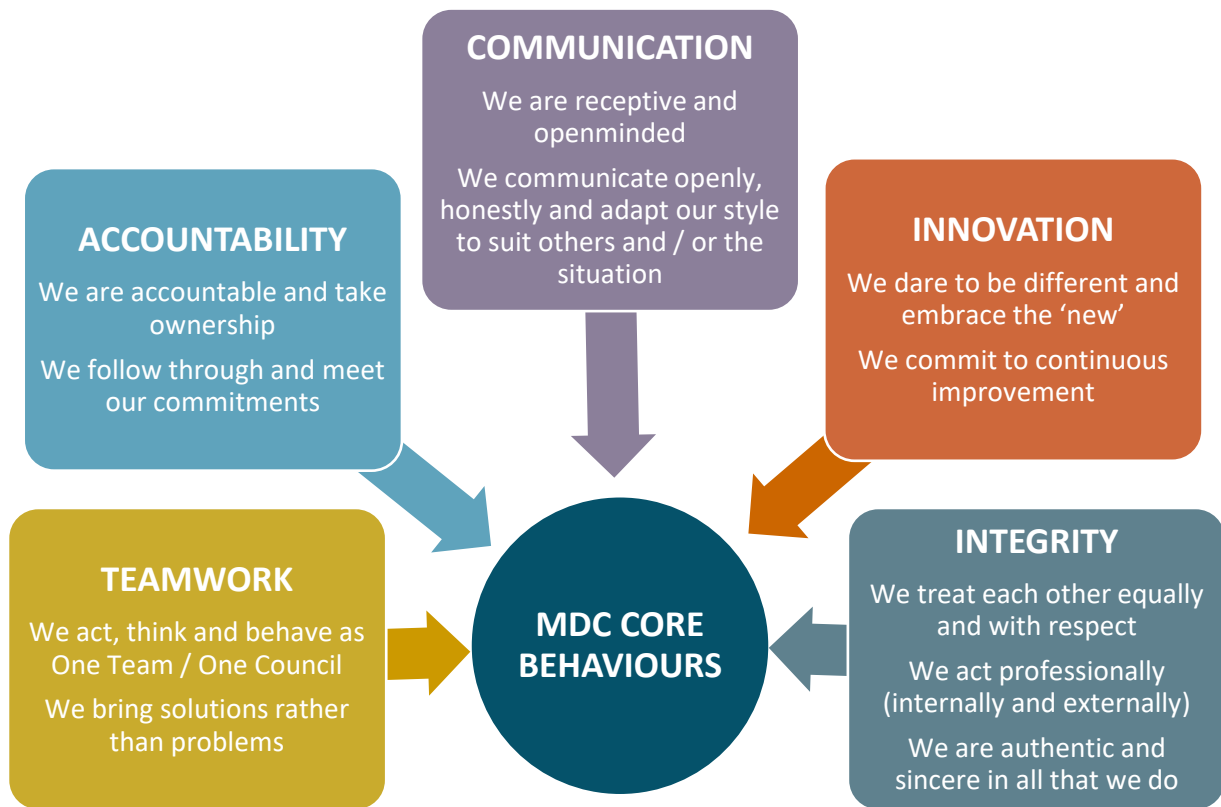
*Key responsibilities may be amended from time to time following consultation. The position holder may also be required to perform duties outside of their normal responsibilities as and when required.*

<b>Qualifications, Technical Skills, Knowledge and Ability:</b>
<ul style="list-style-type: none"> <li>➤ Demonstrated experience and understanding of regional and national Civil Defence Emergency Management strategies, plans and guidelines.</li> <li>➤ Demonstrated understanding and application of key local government Civil Defence and Emergency Management legislation and policies including Civil Defence Emergency Management Act 2002.</li> <li>➤ Knowledge of and operational experience utilising CIMS 4 (Coordinated Incident Management System) is desirable.</li> <li>➤ Diploma or post graduate Diploma in Emergency Management (desirable) or relevant Emergency Management experience.</li> <li>➤ Able to perform under high pressure situations, including being well organised, and an ability to plan and prioritise important activities / tasks and meet timeframes.</li> <li>➤ Knowledge of the district and experience in forming and maintaining relationships.</li> <li>➤ Ability to conduct training.</li> <li>➤ A working knowledge of Council activities and community well-being would be advantageous.</li> <li>➤ Sound understanding of local government and associated issues.</li> <li>➤ Good understanding of effective consultation processes and demonstrated relationship management skills.</li> <li>➤ Proven and demonstrated written and verbal communication skills and abilities – clarity, fluency, balance, impact, and conciseness.</li> <li>➤ Decision making skills and sound professional judgement.</li> <li>➤ Ability to work independently on own projects, as well as work collaboratively on large projects as part of a team.</li> </ul>

**Our Values:**

	<p style="text-align: center;"><b><i>Integrity</i></b></p> <p>Integrity is essential in local government because it is the cornerstone to build and maintain trust and confidence in public organisations, safeguard the public interest and promote high standards of behaviour.</p>
	<p style="text-align: center;"><b><i>Community Focused</i></b></p> <p>We believe in being community-focused as this is essential for ensuring that the needs and desires of the community are heard and addressed, building trust and collaboration between the community and local government, promoting economic development, and improving the quality of life for all citizens. We do this by providing better service delivery for higher community satisfaction, and increasing trust in government.</p>
	<p style="text-align: center;"><b><i>Collaborative</i></b></p> <p>Collaboration is important to us at the Mackenzie District Council as it leads to increased productivity, better problem-solving, and improved employee satisfaction. We work with key stakeholders to build trust and develop relationships that lead us to solutions that will leverage the strengths of our Treaty partners and stakeholders.</p>
	<p style="text-align: center;"><b><i>Responsive</i></b></p> <p>Agility is important to us because it will enable our communities to adapt to changing circumstances and respond quickly to new opportunities.</p> <ul style="list-style-type: none"> <li>• <b>Faster response times:</b> Ability to respond more quickly to changes in the market, customer needs, and technology. This allows us to stay ahead of the competition and take advantage of new opportunities.</li> <li>• <b>Improved innovation:</b> Agility fosters a culture of learning and systems thinking.</li> <li>• <b>Better customer satisfaction:</b> Delivery of products and services that meet or exceed customer expectations, and higher levels of satisfaction.</li> <li>• <b>Increased efficiency:</b> Optimise processes and resources, reducing waste and increasing efficiency.</li> <li>• <b>Greater resilience:</b> Better equipped to handle unexpected challenges and disruptions, such as natural disasters, cyberattacks, or economic downturns.</li> </ul>
	<p style="text-align: center;"><b><i>Forward Looking</i></b></p> <p>Be forward looking taking a long-term view allows us to anticipate future needs, manage resources effectively, and promote sustainable development for future generations. It also helps to address complex challenges such as climate change, growth. Ensure that we consider the long-term consequences and impacts of threats and opportunities, integrated proactive solutions can be developed.</p>

**Our Core Behaviours – Expected of all our Employees (Linked to our Values):**



<b>Job Family specific Behaviours:</b>	
<b>Achieving Results</b>	<p>Sets challenging goals for one self that assist with professional and personal development and growth, understands performance expectations, effectively manages own time and resources to ensure tasks and responsibilities are completed effectively, efficiently, safely and to a high standard.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> <li>• Sets performance standards and goals.</li> <li>• Prioritises</li> <li>• Ensures high quality output.</li> <li>• Delivers</li> <li>• Leverages resources</li> <li>• Celebrates successes and achievements</li> </ul>
<b>Customer Focus</b>	<p>Understands the customers of MDC and effectively meeting their needs, builds productive customer relationships and takes responsibility for customer satisfaction.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> <li>• Establishes effective relationships.</li> <li>• Clarifies the situation.</li> <li>• Takes action.</li> <li>• Ensure customer satisfaction (win / win = public value)</li> <li>• Meets the needs of MDC</li> </ul>
<b>Commercial Decision Making</b>	<p>Demonstrates a strong understanding of MDC's strategic goals / vision / values, business strategies, operations and functions; draws from experience and utilises industry information;</p>

	<p>recognises when further investigation is needed before decisions are made.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> <li>• Applies commercial understanding to maximise results and MDC reputation.</li> <li>• Understands all aspects and functions of MDC.</li> <li>• Understands Local Government</li> <li>• Makes decisions strategically ensuring the impact is considered.</li> <li>• Identify opportunities for the growth of MDC / District and it's communities</li> </ul>
<b>Knowledge and Information sharing</b>	<p>Actively shares and contributes own knowledge, skills and expertise to develop the knowledge, skills and expertise of others.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> <li>• Identifies opportunities to share knowledge with others.</li> <li>• Ensures understanding.</li> <li>• Offers feedback.</li> <li>• Encourages application of information and knowledge shared</li> </ul>
<b>Ongoing Learning and Development</b>	<p>Actively identifies new areas for learning needs to stay up to date and leading edge in area of expertise; regularly creates and takes advantage of learning opportunities; uses newly gained knowledge and skills on the job and learning through their application.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> <li>• Targets learning and development needs.</li> <li>• Seeks learning and / or development activities.</li> <li>• Maximises learning.</li> <li>• Applies knowledge, skills or expertise.</li> <li>• Openness to change and challenge</li> </ul>
<b>Teamwork</b>	<p>Identifies opportunities and takes action to build operational and strategic relationships between own area and other areas, teams, business units, or organisations to help achieve both business goals and Council goals.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> <li>• Identifies collaborative opportunities.</li> <li>• Establishes relationships.</li> <li>• Formulates action plans.</li> <li>• Considers the impact of ones actions.</li> <li>• Monitors relationships and progress</li> </ul>
<b>Effective and Successful Communication</b>	<p>Recognises one's role in MDC's communication; clearly and succinctly conveys information and ideas to individuals and Council, communicates in a focused, appropriate and effective manner.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> <li>• Takes initiative to share information.</li> <li>• Communicates appropriately.</li> <li>• Listens to and comprehends communication from others.</li> <li>• Delivers clear messages.</li> </ul>



	<ul style="list-style-type: none"><li>• Communicates in an open, honest and professional manner.</li><li>• Ensures understanding.</li><li>• Follows up</li></ul>
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I have read and understood the above position description and accept all the above responsibilities incorporated herein.

\_\_\_\_\_  
Position holder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reporting Manager

\_\_\_\_\_  
Date