

# Position Description – Community Emergency Services Manager

Shire of Donnybrook Balingup November 2024



## GENERAL OVERVIEW:

<b>Position Title/Number:</b>	Community Emergency Services Manager
<b>Directorate/Division:</b>	Operations
<b>Industrial Instrument:</b>	Local Government Industry Award 2020(IA)
<b>Classification/Banding:</b>	Local Government Authority, Banding 3, Level 4
<b>Reports to:</b>	Director of Operations
<b>Primary Location:</b>	Administration Office Building – 1 Bentley Street, Donnybrook, WA 6239

## OUR VISION:

“ A proud community enjoying our rural lifestyle, cultural heritage, and natural environment. ”

## POSITION OVERVIEW:

Efficiently and professionally plan, develop, implement, manage and review community emergency services within the Shire of Donnybrook Balingup encompassing the areas of prevention, preparedness, response and recovery and special projects as required.

## POSITION OBJECTIVES:

### Operational

- > Operate in accordance with the Memorandum of Understanding (MOU) established between the Shire of Donnybrook Balingup and the Department of Fire & Emergency Services (DFES).
- > Satisfy and report on all key outcomes and deliverables within the Community Emergency Services Manager Business Plan, as established, and reviewed by the Shire and DFES.
- > Administer annual Emergency Service Levy Operational and Capital Grants, Mitigation funding and Shire funding for the Shire’s Bush Fire Brigades, State Emergency Service (SES) units, and external contractors.
- > Assist with the preparation of annual Shire budgets and future works planning relevant to the position.
- > Develop and review all Shire or external policies, local laws, procedures, or other documents relevant to the position.
- > Be available to be on-call and attend incidents if required as determined by the Shire / DFES.

### Other

- > Undertake training and professional development as required to develop the necessary knowledge for the position.
- > Any other duties as directed by the Director Operations.



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## ORGANISATIONAL RELATIONSHIPS:

<b>Responsible for:</b>	Three (3) Casual Mitigation Officers
<b>Internal Relationships:</b>	All Shire of Donnybrook Balingup employees
<b>External Relationships:</b>	Federal and State government agencies, other local governments, community groups, agencies, contractors, staff associations and organisations, private sector stakeholders, ratepayers, local residents, media, and general public.

## EXTENT OF AUTHORITY:

Delegated authority in accordance with the Delegations Register.

## POSITION BENEFITS:

<b>Rostered Day Off (RDO):</b>	Yes	<b>Vehicle:</b>	Yes
<b>Mobile Telephone:</b>	Yes	<b>Laptop/computer:</b>	Yes
<b>Gym Membership:</b>	Yes	<b>Wellbeing Program:</b>	Yes

## CORPORATE RESPONSIBILITIES:

<b>Budget:</b>	Council adopted
<b>Code of Conduct:</b>	All employees are responsible for adhering to the Shire's Code of Conduct and the policies and procedures that support it.
<b>Workplace Health and Safety (OH&amp;S):</b>	The Shire of Donnybrook Balingup is committed to ensuring the health and safety of its employees. All employees have responsibilities and accountabilities which are identified in Operational Procedure EXE/OP-7 Work Health and Safety Responsibilities.
<b>Equal Opportunity:</b>	Comply with the Shire's EO requirements and provide, so far as practicable, an environment that is fair, equitable and free of harassment for staff and those we serve.



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## TRAINING MATRIX:

Training can be achieved through many different mediums, including previous experience, formal qualifications and education. The following programs are provided to you, and are compulsory, as a new employee of the Shire of Donnybrook Balingup:

<b>Shire of Donnybrook Balingup Induction:</b>	To be completed within one (1) week of commencement of employment as per contract.
<b>Workplace Health and Safety (OH&amp;S) Induction:</b>	To be completed within two (2) weeks of commencement of employment as per contract.
<b>Records System Training:</b>	To be completed within the first month of commencement of employment as per contract.
<b>Corporate Software (Synergy) Training:</b>	To be completed within the first month of commencement of employment as per contract.
<b>Local Government Induction Training:</b>	To be completed within the first month of commencement of employment as per contract. <i>(Not required for all positions)</i>

## ANNUAL PERFORMANCE REVIEW:

At least once in every calendar year, an evaluation of the position holder's performance will be conducted by the Manager / Supervisor. The annual review will include an assessment of achievement of the key duties, responsibilities, and key performance indicators (KPIs) and will be used to identify training and development needs. In addition to LG performance review, DFES also perform a 'MyPath' performance review with the District Officer.

## SELECTION CRITERIA:

### Essential Requirements

- > Well-developed leadership and management skills including financial, human and physical resources.
- > Knowledge and experience of the Department of Fire and Emergency Services industry including Bush Fire Brigades and Local Government and relevant legislation.
- > Demonstrated high level administration, organisational and strategic focus skills in the area of emergency management.
- > Previous experience in managing budgets, including applying for, managing and acquitting grant funding
- > Demonstrated ability to manage and deliver projects in accordance with project management principles and Standard Operating Procedures.
- > Demonstrated understanding of environmental requirements for a civil works project.



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## SELECTION CRITERIA (cont.):

### Essential Requirements (cont.)

- > Excellent verbal and written communication skills, to ensure effective communication to a broad range of stakeholders.
- > Demonstrated time management skills.
- > Current manual 'C' (Car) Class Driver's License.
- > Current "C" Class Driver's License.

### Desirable Experience and Qualifications

- > Previous Local Government experience.

## ACKNOWLEDGEMENTS:

*The details contained in this position description are an accurate statement of the key duties and responsibilities and other requirements of this position and consideration has been given to any relevant KPIs and objectives.*

### Manager Name:

**Signature:**

**Date:**

*I have noted the statement of the key duties and responsibilities and other requirements as noted in this position description. I also acknowledge that other duties, KPIs and objectives may be assigned to this position as required from time to time to meet the business needs of the organisation.*

**Position Holder**

**Name:**

**Signature:**

**Date:**