

Your Position

Your job	Senior Advisor Emergency Management Kaitohutohu Matua Hauora me te Haumarutanga
Your group	People and Capability
Your team	Emergency Management
Your manager	Principal Advisor Health, Safety and Emergency Management, Angela Kimmins
Your base	Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our strategic priorities are to:

- Invest in 3 waters infrastructure and catchment restoration
- Proactively respond to the climate crisis
- Advocate for and provide a safe, healthy and thriving community; and
- Put our children and young people at the heart of the city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy and skills to get things done

Your team's purpose

People and Capability's purpose is to:

- Provide professional support services to managers and staff. This includes strategic policy, operational advice and services in the areas of human resources, employee relations, payroll, health and safety and emergency management

Your purpose

The Senior Advisor Emergency Management role is to:

- To develop Council's and the communities civil defence readiness; to build capacity and capability, and to enable an effective response to, and recovery from, emergencies.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• None
Your indirect reports	<ul style="list-style-type: none">• None
External people and groups	<ul style="list-style-type: none">• Government, public organisations and business• Members of the public and community organisations• Other local authorities• Wellington Region Emergency Management Office (WREMO)• Contractors, consultants and suppliers• Industry groups
Internal people and groups	<ul style="list-style-type: none">• Executive Leadership Team, managers and staff at all levels of the organisation

Your responsibilities

What you'll do	How you'll do it
Strategic & Operational Planning	<ul style="list-style-type: none">• Develop and implement plans to support the strategic outcomes in the Wellington Region's Civil Defence Emergency Management Group Plan.• Represent Council at various emergency management and civil defence regional meetings.• Act as liaison and Council champion with the Wellington Region Emergency Management Office, Emergency Services Coordinating Committee and other agencies as required.
Operational Delivery	<ul style="list-style-type: none">• Promote emergency management, educate and recruit staff to fill response roles.• Coordinate Council's civil defence emergency management training programme in conjunction with the Wellington Region Emergency Management Office and specialist service providers.• Lead or contribute to the development and delivery of emergency

	<p>management professional development initiatives and opportunities for staff.</p> <ul style="list-style-type: none"> • Act as Controller, Response Manager, or similar role as assigned and rostered during an emergency event during or outside normal work hours. • Maintain emergency operational readiness in collaboration with the Wellington Region Emergency Management Office. • Ensure the Emergency Operations Centre systems, processes and documentation are fit for purpose. • Develop and maintain incident response and recovery documentation in collaboration with subject matter experts. • Ensure that local level welfare plans and coordination arrangements are in place. • Champion community resilience within Council and with partner agencies and organisations in Porirua. • Ensure local level lifelines restoration planning and coordination arrangements are in place. • Undertake continuous improvement projects in any aspect of emergency management that requires strengthening in order to meet Councils statutory obligations. • Provide support to the wider team on health and safety related matters as required.
Relationship Management	<ul style="list-style-type: none"> • Establish and maintain relationships with key stakeholders and business and industry groups. • Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive. • Represent Council and the People and Capability Group at appropriate conferences, seminars and other events.
Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment of our vision, strategic directions, values and services. • Willingly undertake any duty required within the context of the position. • Adhere to our Code of Conduct. • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event.

Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none">• Demonstrated practical working experience in the development and implementation of civil defence systems and processes.• Demonstrated knowledge of the requirements of the Civil Defence & Emergency Management Act 2002 and its associated regulations and guidelines.• Demonstrated ability to multitask and handle pressure situations.• Project planning experience.• Excellent interpersonal skills with a commitment to consultation, cooperation and coordination in dealing with a wide range of people within and outside the organisation.• Ability to secure agreements/ win-win solutions to problems through effective negotiation without creating hostility.• Holder of a current and valid NZ Drivers Licence (Class 1)• Highest standards of conduct and probity• Understanding and commitment to health and safety in the workplace• Understanding and commitment to diverse workplaces• Understanding and commitment to the Treaty of Waitangi and bicultural issues
It'd be great if you also have:	<ul style="list-style-type: none">• Tertiary qualification in Business related disciplines or similar practical experience

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