



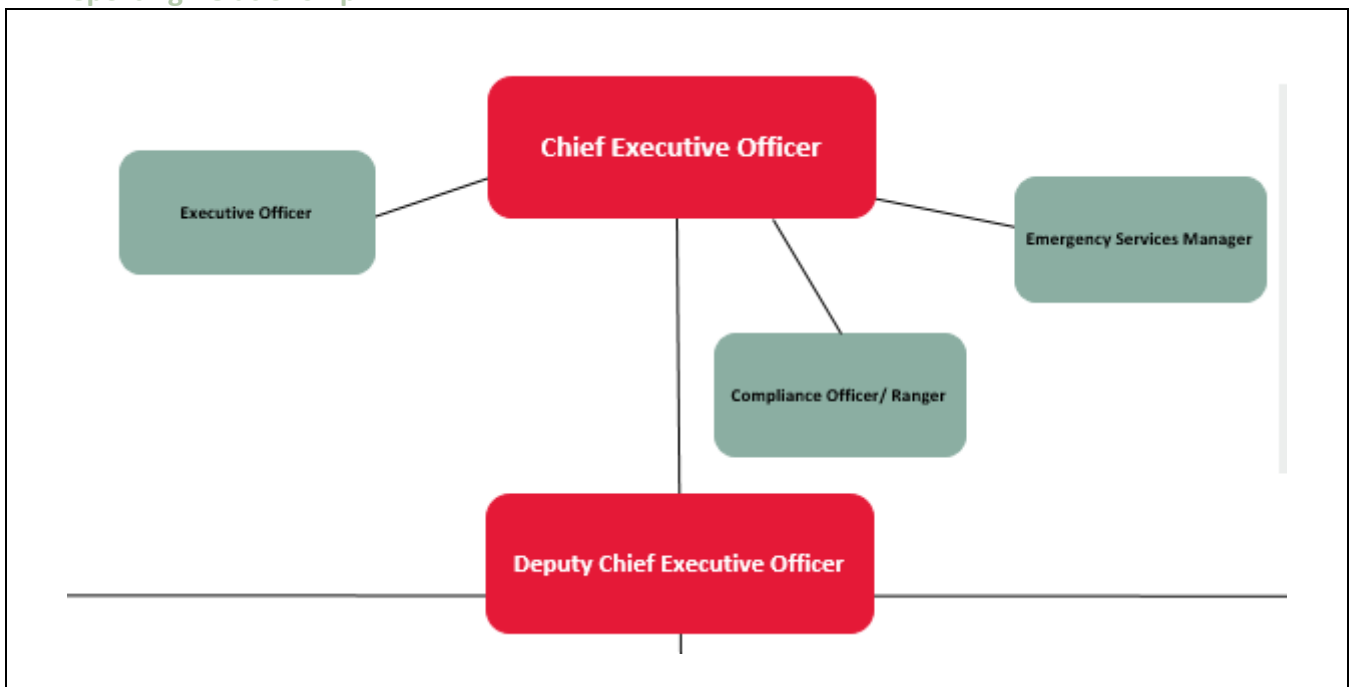
SHIRE OF MOORA

Position Description

1. Position Identification

Title: Emergency Services Manager	
Department: Office of the CEO	Location: Within Shire
Level: Contract	

2. Reporting Relationship



3. Context

Every employee at the Shire of Moora is an ambassador of our organisation. We value our team, as each member contributes to the organisations vision and mission.

Our vision:

Shire of Moora – a vibrant, affordable Regional Centre with a growing, caring community.

Our mission:

To provide the leadership, services and infrastructure that meets the needs of the community and surrounds.

Our values:

The key values that the Shire will uphold in all its activities are:

- **Leadership** – by example and through a passion for what we do
- **Accountability** – for our actions, guided by principles of honesty and integrity
- **Respect** – for others, through understanding, tolerance, and inclusiveness
- **Professionalism** – by thinking strategically and working with a local and regional perspective
- **Consultative** – regularly engaging, consulting, and communicating with our community

Our Customer Service Charter:

Our services will help people to navigate their way.

The Shire will interact with its clients by being:

- Professional in all our dealings.
- Patient, friendly and helpful.
- Responsive and timely.
- Accurate.
- Fair in our processes.
- Integrated, streamlined, and connected.

4. Position Objectives

Provide consistent support to the Moora Bushfire Volunteer Brigades, the Moora State Emergency Service, Moora Road Accident Rescue Service, St John Ambulance, their related committee structures and organisational initiatives such as the Bushfire Risk Mitigation Office, Work Health and Safety and periodic focus campaigns to enhance and ensure effective emergency services are delivered to the region.

This includes assisting in the planning and execution of preventive measures such as controlled burns, vegetation management, firebreak maintenance, road accident response preparedness, equipment familiarity, maintenance and replacement. Act as a key liaison between agencies and senior officers and other stakeholders, facilitating effective communication and coordination.

Developing service specific strategies, plans and budgets to ensure regional emergency services retain leading edge skills and capacity.

Lead an active role in the management of Work Health and Safety, conduct of training programmes for Volunteer Firefighters, emergency workers and key Shire staff.

Stand up the Moora Emergency Services Cadets Brigade to develop service longevity and capacity through the community's youth and young adults.

Further, assist in educating the community about bushfire risks and prevention methods, reinforcing the

collaborative approach toward bushfire safety.

5. Key Duties and/or Responsibilities

Within Department

- To ensure that all tasks are performed to a high standard and timeliness.

Within Organisation

- To ensure that Council's policies and procedures are adhered to providing the best possible service to Council and the ratepayers.

Emergency Services

- Develop, implement and maintain comprehensive Local Emergency Management Arrangements in line with the guidelines set by the State Emergency Management Committee and Western Australian legislation. This includes identifying potential risks and establishing recovery methods/plan
- Facilitate effective communication and collaboration between various stakeholders such as local government departments, emergency services, non-governmental organisations, and the public. This is to ensure a coordinated support in the event of an emergency and promote sharing of resources, knowledge, and the best practices
- Implement community awareness and education initiatives aimed at improving disaster preparedness. This involves providing information on potential risks, offering guidance on emergency plans, and conducting public forums or drills to simulate emergency scenarios and responses. Implement School educational calendar and facilitate compliance programs

Administration

- Evaluate and update emergency management processes and plans regularly to ensure they remain effective and current. This includes conducting exercises and reviews to learn from events and adapt plans accordingly, as well as keeping up to date with emerging trends, technologies, and best practices in the field of emergency management
- Work closely with the Department of Fire and Emergency Services (DFES) and manage funding arrangements including writing of grants
- Monitor operating grants and capital grants expenditure for SES and brigades
- Support the administration team by providing clear information for customers relating to Emergency Services
- Maintain positive and effective communication and collaboration with internal and external bodies. This includes various stakeholders, local government departments, emergency services and the public.
- Ensure Emergency Services records are up to date

Corporate Responsibility (All Staff)

- In all actions, be accountable and employ ethical decision making and good governance in line with Council's Code of Conduct, values, policies, and procedures.
- Demonstrate an ongoing commitment to the Shire's Customer Service Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Maintain good relations with the public and always promote Council's operations in a professional manner.
- Adhere and follow the Shire's Record Keeping Plan.

- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

Work Health & Safety (WHS) (For all Staff)

- Comply with all work procedures for hazard identification, risk assessment and risk control.
- Actively conduct and participate in WHS activities and or programmes associated with the management of WHS in respect of bushfire fighting, volunteer fire fighters, emergency service personnel and relevant Shire staff.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is worn or used for the task or activity as required or directed.

6. Selection Criteria

Essential

- Experience in Fire and Emergency Services Industry and/or Local Government
- Knowledge and understanding of firefighting infrastructure and equipment
- Good knowledge of procedures in relation to Emergency Services activities
- Developed leadership and management skills with ability to work both autonomously and in a team environment
- Good financial, report, administrative and computer skills
- Highly developed written and verbal communication skills
- Extensive understanding of WHS regulations
- Willingness to participate in training and development programs

Desirable

- Recognised qualification in Emergency Services
- Knowledge of Council operations
- Knowledge of the principles of Equal Opportunity and Diversity

Employment is contingent upon:

- Provision of a current satisfactory National Police Clearance
- A Pre-Employment Medical Assessment including Drug & Alcohol Testing

7. Principal Contacts

Who	Core Values
Internal • Chief Executive Officer • All Managers • Works Supervisor • All Shire Employees External • DFES • Local SES • Volunteer Bushfire Brigades • Contractors/Suppliers • Shire Residents & Ratepayers	Communication Consult, collaborate and communicate with the community, internal/external customers and stakeholders. Respect Always recognise and respect the individual and unique requirements of all people and cultures and groups. Integrity To be honest, equitable and ethical in all business dealings and the way in which we work with residents, staff and all stakeholders. Transparency To ensure a high level of openness and accountability in all activities. Courtesy To provide courteous service and helpful solutions to customer enquiries.

8. Extent of Authority

Works within confines of standards and procedures under general supervision of Chief Executive Officer.

9. Performance & Personal Development Plan

The Emergency Services Manager will meet with the Chief Executive Officer for a performance appraisal and evaluation:

- At the completion of the Probation Period as stipulated in their Employment Contract; and
- Annually, from the date of Employment Commencement.

The annual Performance Appraisal is an opportunity for two-way feedback between the Emergency Services Manager and Chief Executive Officer focusing on goal setting, professional development continual improvement.

10. Position and Incumbent Details

All parties are to sign and date the areas provided to indicate their mutual agreement of the requirements of the position. The original of all updated Position Descriptions must be returned to Human Resources.

Current Incumbent:	
Incumbent Signature:	Date:
Manager's Signature:	Date:

Date employee appointed to Council:
Date employee appointed to this position:

Approved by Chief Executive Officer:

Date position description created: 20 March 2024
Position description prepared by: Hayka Ulferts, Manager Corporate Services