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| ***POSITION DESCRIPTION*** | |
| **POSITION TITLE** | Emergency Management Officer - Welfare & Recovery |
| **DEPARTMENT** | West Coast Emergency Management |
| **GROUP** | Office of the Chief Executive |
| **REPORTS TO:** | Manager – West Coast Emergency Management |
| **DIRECT REPORTS** | Nil |
| **POSITION PURPOSE**  The purpose of the Emergency Management Officer - Welfare & Recovery is to develop, coordinate, and deliver a robust welfare and recovery programme across the West Coast region, ensuring communities and partner agencies are prepared, resilient, and well-supported before, during, and after emergency events. This role provides strategic and operational leadership, fostering strong relationships across public, private, and community sectors, and ensuring alignment with national and regional policies.  From planning and preparedness to real-time emergency response and post-event recovery, this role blends strategic thinking with hands-on coordination. You will help ensure that during times of need, the right support is available to the right people. | |
| **DATE OF REVIEW** | April 2025 |
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| **ORGANISATIONAL CONTEXT** | |

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| ***KEY RELATIONSHIPS*** | | | |
| **EXTERNAL** | | **INTERNAL** | **COMMITTEE/GROUPS** |
| * Public * Other Local and Territorial Authorities * Government agencies * Iwi * Primary contractors (and subcontractors) * Consultants * Industry Peers | | * All staff | * Committees of Council * WCEM Joint committee |
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| ***FINANCIAL RESPONSIBILITIES*** | | | |
| As per the Financial Delegations Register   * Jobholder can spend unbudgeted capital Y / **N.** Amount ($) * Jobholder is responsible for committing the organisation to long term contracts Y / **N** | | | |
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| ***KEY ACCOUNTABILITIES*** | | | |
| KEY RESULT AREAS | EXPECTED OUTCOMES/PERFORMANCE INDICATORS | | |
| **Values** | At all times ensuring Council values are reflected in behaviours and professional delivery of role. | | |
| **Leadership and Coordination** | Facilitate and chair the West Coast Welfare Coordination Group, ensuring effective collaboration among stakeholders.  Lead the welfare function in the Emergency Coordination Centre during emergency responses, ensuring coordinated and efficient service delivery.  Provide strategic direction and operational leadership to agencies, communities, and volunteers to build resilience and deliver effective welfare responses.  Develop the road map for ‘transition from emergency response to recovery’, ensuring seamless continuity of welfare services.  Maintain strong, positive relationships with lead and support agencies, Council staff, and community groups. | | |
| **Welfare Planning and Delivery** | Develop, implement, and monitor the West Coast Group Welfare Plan to meet community needs and enhance preparedness.  Support Emergency Management Officers in maintaining district-specific welfare networks and stakeholder connections.  Advocate for and promote best practices in welfare delivery through training, mentoring, and stakeholder engagement.  Ensure welfare stakeholders, including government and non-government agencies, understand and fulfil their roles during emergencies. | | |
| **Recovery Planning and Implementation** | Lead recovery planning and implementation efforts at both district and regional levels in compliance with the Civil Defence Emergency Management Act 2002.  Provide guidance and support to Local Recovery Managers, assisting with the development and maintenance of Local Recovery Plans.  Coordinate recovery activities during and after emergency events to achieve effective and efficient outcomes.  Advise the Coordinating Executive Group (CEG) and other committees on recovery matters, ensuring adherence to legislative requirements and best practices. | | |
| **Policy, Strategy, and Programme Development** | Contribute to the development and implementation of national, regional, and local policies and strategies related to welfare and recovery.  Lead the development and maintenance of multi-agency emergency management projects and programmes.  Ensure alignment of regional welfare and recovery plans with national standards and policies.  Assist in the creation and maintenance of Community Response Plans, emphasising welfare and recovery aspects. | | |
| **Training and Capability Building** | Coordinate training, exercises, and forums for welfare and recovery stakeholders to enhance readiness and capability.  Provide mentoring and coaching to WCEM Group members, partner agencies, and stakeholders to strengthen emergency management capabilities.  Support the continuous improvement of processes and systems related to welfare delivery and recovery function | | |
| **Health, Safety and Wellbeing** | Support the direction in matters relating to Health, Safety and Wellbeing by understanding and implementing the requirements of the Health and Safety at Work Act, and Council’s policy and procedures. This includes:   * Maintaining Council’s safe working practices and procedures within your team and leading by example in all areas of health, safety and wellbeing. * Ensure compliance with any reasonable policy or procedure given by Council. * Taking reasonable care for your own health and safety, as well as the safety of others, ensuring that your actions or omissions do not adversely affect anyone. * Cooperating with Council policies and procedures, including the use of necessary personal protective equipment and clothing. * Reporting any potential or actual risks, injuries, work-related illnesses, and incidents (including near misses) to facilitate investigation and mitigation. * Accurately reporting all work-related hazards, incidents, and accidents, and promptly implementing corrective actions. * Providing support to the Health, Safety, and Wellbeing team in internal audits, assessments, and investigations as required. * Attending and completing Health and Safety training, ensuring all required certifications remain current. * Actively participating in Council’s health, safety, and wellbeing practices and projects. | | |
| **Additional Duties** | **WCEM Duty Officer Arrangements**  West Coast Emergency Management operate a 7-day Duty Officer roster spread across the WCEM team. There is an expectation that this role takes part in the Duty Officer Arrangements.  **Collaboration and Inclusion:** Demonstrate understanding and respect for work colleagues and customers. Actively support a diverse and inclusive workplace environment. Ensure the Council meets its obligations under the Treaty of Waitangi, the Treaty Settlement Act. Additionally, observe cultural protocols and safety practices to support initiatives, consultations, and relationships with Iwi.  **Emergency Management:** Participate in civil defence and emergency management training and activities as directed to fulfil the Council’s statutory responsibilities.  **Additional Duties:** Perform other duties as required, as appropriate.  Embrace change by being proactive in your learning and development to support both personal growth and the Council’s goals. Discuss and set development goals with your people leader, engage in on-the-job learning, and stay open to feedback and innovation. Collaborate across teams, share your ideas and strengths, and mentor others to enhance team outcomes. | | |

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| ***PERSON SPECIFICATION*** | | |
| **QUALIFICATIONS**  *(or equivalent level of learning)* | **Essential** | **Desirable** |
| Understanding of the CDEM sector and all its functions including:   * CDEM-related legislation and supporting documents * community issues, challenges, and opportunities * vulnerabilities and at-risk groups within communities particularly related to hazards and risks.   Completed Coordinated Incident Management System (CIMS) 4 and/or ITF intermediate training with strong emergency response operational experience | Ideally have attained or is working toward a tertiary qualification in emergency management or related field |
| **EXPERIENCE**  *(Indicate years of experience required as appropriate)* | Minimum five years’ relevant experience in a related field, e.g., Civil Defence / Emergency Management, Emergency Services or the Defence Force, logistical or business continuity planning for critical infrastructure entities, or relevant central or local government  Proven experience in developing and maintaining strategic relationships with a diverse range of stakeholders and communities.  Experience in engaging with Iwi / Māori |  |
| **SKILLS/ATTRIBUTES/JOB SPECIFIC COMPETENCIES**  *(Typically, be expected for 100% fully effective in role)* | Build positive relationships with key partners and communities.  Projects integrity, credibility, confidence, and compassion. Works effectively and influentially within the local government political environment.  Excellent planning, coordination, and project management skills.  Competent decision-making skills and judgement in emergency situations  Able to develop concepts, write constructive reports, and clearly share new ideas. Shows attention to detail and can demonstrate initiative, with a methodical and common-sense approach to problem identification and resolution.  Has a co-operative and supportive manner, actively contributing while remaining flexible to the needs of others.  Hold a valid full New Zealand driver license. | |

*To adapt to the evolving nature of our work environment, including technological advancements and statutory changes, it may be necessary to periodically review and update this job description. These updates can occur as part of the annual performance cycle's preparation or as needed. The manager of this position, in consultation with the position holder, may initiate these updates. This job description should be reviewed during the preparation phase of performance planning.*

Employee Name Date

Employee Job Title

Approved: Claire Brown Date

Manager, West Coast Emergency Management

