

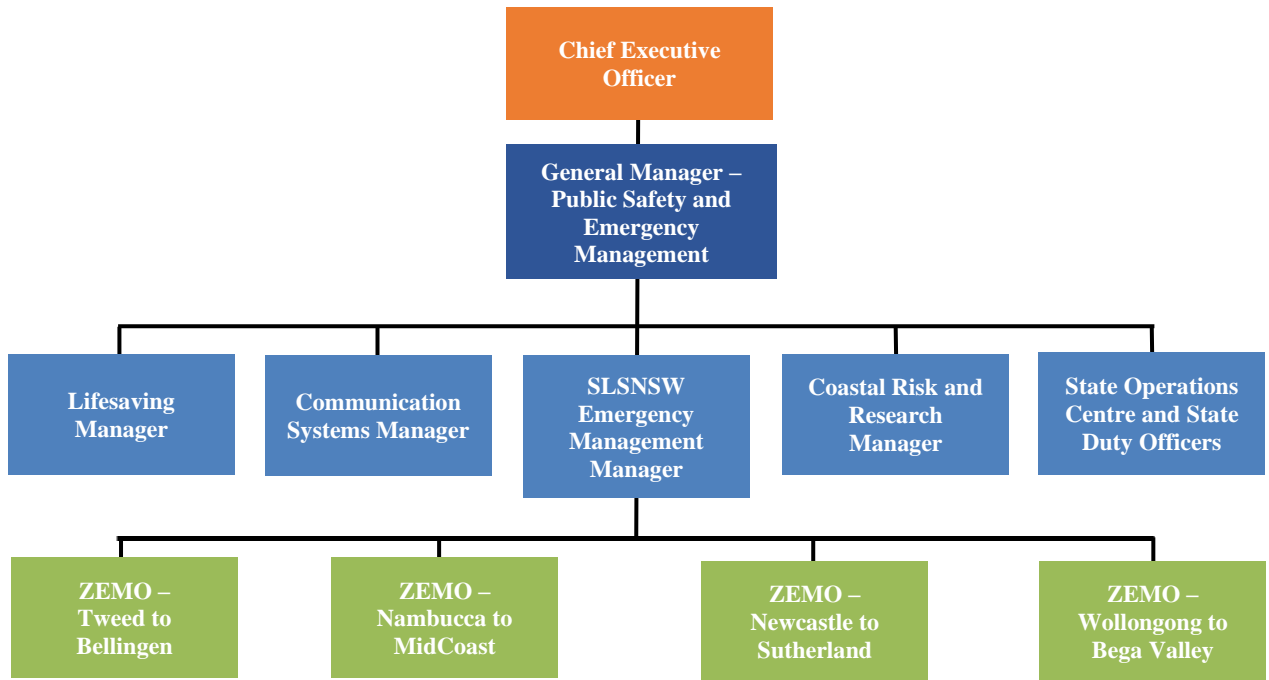
POSITION DESCRIPTION

Position	Work Location	Position Description Completed
SLSNSW Zone Emergency Management Officer (ZEMO)	Various dependent on Zone	June 2023
Reports To:	Direct Reports:	Department
SLSNSW Emergency Management Manager	NIL	Emergency Management

PURPOSE STATEMENT
<p>The role is responsible for the support and operational delivery of the organisation’s state-wide emergency management and frontline support operations capability.</p> <p>Through the delivery of training and services, this role will ensure that the organisation is positioned to meet its obligations under the State Rescue Policy and other relevant State Sub-Plans. This will be achieved by considering the diverse skills and experience of the organisation’s membership within the respective emergency management zone and regularly undertaking capability gap analysis with the respective Branches to identify areas of continuous improvement.</p> <p>The role is a key member of the Public Safety portfolio and is required to support the delivery of the organisation’s frontline capability. This will be done through the assistance in the development and maintenance of support operations capability across the state.</p>

SELECTION CRITERIA	
Essential	Desirable
<ul style="list-style-type: none"> • Certificate IV in Training and Assessment or willingness to obtain within agreed period • Knowledge of ASQA and RTO requirements; • SLSNSW Bronze Medallion or Certificate II in Public Safety (or higher award) or willingness to obtain within agreed period • Experience in an Emergency Services environment • Understanding of Surf Life Saving and support operations • Understanding of the relevant government bodies/external organisations and their interaction with SLSNSW with respect to emergency management and related funding • Demonstrated capacity to proactively deal with a range of situations unique to member-based organisations including people management, conflict resolution, diplomacy and problem solving • Excellent written and verbal communication skills along with excellent interpersonal skills • Demonstrated public speaking skills • Demonstrated success in project management • Demonstrated ability to effectively communicate with a variety of stakeholders • Current driver’s license, willing to undertake travel • Demonstrated Microsoft Office Skills (Word, Excel, PowerPoint) • Flexible attitude to work, including outside of normal working hours. 	<ul style="list-style-type: none"> • Tertiary qualifications or equivalent experience in Emergency Management or Public Safety; • Previous experience working for a community based/not for profit organisation; • NSW Water Safety awareness within industry and government. • Clear understanding of major contributors and linkages to coastal water safety

DIRECT REPORTING RELATIONSHIP



KEY REPORTABLE ACTIVITIES (KRA)	
Outcomes	Key Activities
KRA 1: SLSNSW Emergency Management Framework	<ul style="list-style-type: none"> • Maintain a thorough understanding of how the organisation fits within local and state emergency management policies, plans and guidelines. • Ensure that the organisation's emergency management framework is delivered in a consistent approach considering the relevant emergency management zone's membership skills and experience. • Assist in the consultation and guidance of the membership across the respective emergency management zone to provide relevant and timely advice on the organisation's emergency management framework, risk and control frameworks, policies, external accountability obligations and increased support for continuous improvement. • Partnerships with relevant organisations, Branches, Clubs, and individuals on a local level are developed and maintained to ensure that the organisation is seen as a key stakeholder within the emergency management sector. • Ensure that through an implemented framework, frontline support is delivered to the respective Branches within the emergency management zone to enable surge activity as required. This surge capacity must not impact core lifesaving services and functions.
KRA 2: Emergency Management Operations	<ul style="list-style-type: none"> • Assist the SLSNSW Emergency Management Manager by providing advice and "on the ground" support specific to their respective emergency management zone to support future field operations. • Assist the organisation's emergency response by ensuring emergency situations within the emergency management zone are monitored and assessed in real-time, analysing data and collaborating with relevant stakeholders to and relaying information to assist in decisions and response strategies as necessary. • Build strong relationships with the respective Branches within the respective emergency management zone to understand local needs and put in place supporting systems, to promote and ensure consistent, effective, and compliant delivery of emergency management operations. • Monitor and evaluate the effectiveness of emergency response procedures and make recommendations for improvements based on lessons learned from real incidents and best practices within, but not limited to, the respective emergency management zone. • Lead the delivery of emergency management training and exercises within the emergency management zone that enables the successful and sustainable delivery of emergency management operations when required to meet the organisation's requirements under the State Rescue Policy and various State Sub Plans. • Represent SLSNSW on external groups (e.g., REMC, LEMC, other committees as required). • Ensures SLSNSW develops and maintains required interoperability with other key external agencies including being actively engaged in SAREX and other operational training exercises as they become available within the emergency management zone.
KRA 3: Frontline Operational Support	<ul style="list-style-type: none"> • Deliver face to face and virtual training and/or assessment services across the respective emergency management zone in support of the relevant Branches, to enable specialist capability development and support the organisations requirements to meet its peak water safety status and emergency management obligations. This work will primarily centre around supporting the Branches in ensuring support operations training and operational delivery is achieved to agreed levels.
KRA 4: Professional Development	<ul style="list-style-type: none"> • Stay informed about emerging trends and advancements in emergency management, attending training sessions, workshops, and conferences to enhance professional knowledge and skills.

CORE RESPONSIBILITIES (ALL STAFF)

Accountabilities	Key Performance Indicators (KPI's)
Work Health and Safety	<ul style="list-style-type: none"> Demonstrates action taken in identifying hazards, assessing risk, and immediately report any injury, near miss and damaged equipment or any other hazard observed in the workplace; Demonstrates duty of care, considers own safety and the safety of others while at work; Reasonably complies with WHS guidelines and procedures, using protective clothing or equipment provided at all required times; Is fully aware of SLSNSW's safety procedures and expectations, and actively participates and contributes; Participates in the ongoing improvement of the SLSNSW WHS policy and visibly and constantly supports its implementation; Practice and promote the SLSNSW Equal Employment Opportunity, Anti-Discrimination, Anti-Bullying and Harassment Policy by treating fellow staff and others fairly and equitably and without discrimination, harassment or bullying.
Organisational Culture	<ul style="list-style-type: none"> Promotes and encourages personal growth and effective communication. Understands and supports policies and procedures of the organisation as outlined on the Intranet. Continually contributes to and supports volunteers & staff, including Directors, Branches, Clubs & Members.
Leadership/Teamwork	<ul style="list-style-type: none"> Supports the decisions of SLSNSW Board of Directors and SLSNSW Management Displays willingness to assist others, shares knowledge openly, cooperates and supports the department. Receptive and open to feedback Maintains a positive and constructive attitude that promotes confidence in those around them. Contributes to staff meetings and promotes the exchange of information throughout the organisation. Regularly meets with Manager to discuss performance, plans and current issues
Continuous Improvement	<ul style="list-style-type: none"> Exercises initiative in making improvements to work processes and outcomes. Always searches for better ways and strives for best practice. Actively seeks new ideas and improvement. Embraces and adapts to change.

WORKING RELATIONSHIPS

Internal: This role will ensure key stakeholders (Branches and Clubs) across their respective emergency management zone are provided relevant and timely advice on the Emergency Management portfolio, the organisation's emergency management framework, policies, risks and control measures and external accountability obligations. The role will also be a primary delivery agent of emergency management training and exercises within their emergency management zone to support the work of Branches and Clubs in building out frontline capability.

External: This role will ensure that the organisation is a key stakeholder and participant in all emergency management forums, meetings, and exercises in their emergency management zone. This will be done by ensuring that partnerships with relevant organisations and individuals on a local level are developed and maintained.

APPROVAL

This position description has been reviewed and is considered to accurately reflect the requirements of the role and the organisation.

SLSNSW CEO Date

General Manager – Public
Safety and Emergency Management Date

I have read and understood this document and agree to perform the duties and responsibilities as listed within the list.

Employee Name

Employee Signature Date