



# Role Description

## Regional Emergency Management Officer

Cluster	Justice
Agency	NSW Police Force
Command/Business Unit	Regions
Location	Regions
Classification/Grade/Band	Clerk 7- 8
ANZSCO Code	531111
PCAT Code	1119192
NSWPF Role Number	
Date of Approval	11 / 09 / 2018
Agency Website	<a href="http://www.police.nsw.gov.au">www.police.nsw.gov.au</a>

### Agency overview

The NSW Police Force (NSWPF) vision is for a *Safe and Secure New South Wales*, which is achieved by police working with the community to reduce violence, crime and fear.

It is one of the largest police forces in the western world, with more than 20,000 NSW Police Force employees, including more than 16,000 sworn officers providing a range of law and order services 24 hours a day, seven days a week to the socially, geographically and culturally diverse community of NSW.

The organisation has five function lines, based across a number of locations. Metropolitan Field Operations and Regional NSW Field Operations provide frontline services directly to the community. Investigations & Counter Terrorism provides investigative, technical and counter terrorism expertise. Specialist Support provides an operational support function along with a range of specialised services. The fifth function line, Corporate Services, provides business support services such as technology and communication, education and training and corporate human resources functions.

The NSWPF *Statement of Values* and *Code of Conduct & Ethics* outlines appropriate behaviour for all NSW Police Force staff. All employees of NSWPF are expected to ensure ethics are incorporated into all aspects of their work making ethical behaviour, practices and decision making a part of daily routine. This further extends to ensuring confidentiality and information security is maintained at all times.

Work, Health and Safety legislation requires all employees to have specific responsibilities. This role is responsible for following all NSWPF health and safety policies and taking all reasonable care that their actions or omissions do not impact on the health and safety of others.

### Primary purpose of the role

The Regional Emergency Management Officer provides executive support for the Region Emergency Operations Controller and associated committees, in relation to significant emergencies/incidents in accordance with the State Emergency & Rescue Management (SERM) Act 1989. Provide emergency management support to NSWPF as a combat agency and where no other agency has legislated responsibility during emergencies.

## Key accountabilities

- Perform executive officer duties to the Region Emergency Management Committee, Region Rescue Committee and Region Emergency Operations Controller.
- Provide assistance and advice to Local/Region Emergency Management and Rescue Committees regarding the development and maintenance of Emergency Management Plans and associated policies, and represent the Region Emergency Operations Controller at meetings, conferences and other forums.
- Establish and manage networks with internal and external stakeholders at local, regional and state level to liaise on emergency preparedness, prevention, response and recovery operations.
- Contribute to the development, preparation, facilitation, evaluation and delivery of internal and 'multi-agency' emergency management training and exercises related to a coordinated response to significant emergencies/incidents.
- Assist Police with a coordinated response to incidents/emergencies including undertaking functions during emergency response and recovery operations, and other emergency and rescue management duties as required.
- Assist Regional and Local Emergency Operations Controllers to monitor and assess actual or imminent emergencies/incidents, to determine the level of response and resources required.
- Provide advice and assist emergency services personnel in response to large scale emergency/ incidents in line with the *State Emergency and Rescue Management Act 1989* and other relevant legislation.

## Key challenges

- Ability to manage and prioritise multiple tasks within an emergency environment to ensure tasks are completed within the required timeframes in a sometimes fast moving, high volume work environment.
- Maintain knowledge and understanding of current emergency and rescue management arrangements, strategies, priorities, plans, policies and legislation
- Contribute to consultation, influencing and negotiation with diverse stakeholders, given the need to balance competing interests and demands which are often changing and unpredictable.

## Key relationships

Who	Why
<b>Internal</b>	
Region Emergency Operations Controller	<ul style="list-style-type: none"> <li>• Provide support during prevention, preparation, response and recovery processes.</li> <li>• Identify emergent risks and escalate issues, keep informed, make recommendations, and provide advice</li> <li>• Provide guidance, advice and exchange of information.</li> </ul>
Work Team	<ul style="list-style-type: none"> <li>• Support team members and work collaboratively to contribute to achieving team outcomes</li> <li>• Provide and receive feedback</li> <li>• Participate in meetings, share information and provide input on issues</li> </ul>
Clients/Customers	<ul style="list-style-type: none"> <li>• Provide training, guidance and support</li> <li>• Information exchange</li> </ul>

Who	Why
<b>External</b>	
Local and Regional Emergency Management Committee	<ul style="list-style-type: none"> <li>• Provide training, guidance and support</li> <li>• Information exchange</li> </ul>
Emergency Services Organisations	<ul style="list-style-type: none"> <li>• Provide training, guidance and support</li> <li>• Information exchange</li> </ul>
NSW Government and Non-Government Agencies	<ul style="list-style-type: none"> <li>• Provide training, guidance and support</li> <li>• Information exchange</li> </ul>
Dept. of Justice, Office of Emergency Management	<ul style="list-style-type: none"> <li>• Conduct training on behalf of</li> <li>• Information exchange</li> </ul>

## Role dimensions

### Decision making

This role has the autonomy to make decisions regarding the appropriate emergency management planning and operational advice to Region/Local Emergency Operations Controller/s and decisions regarding the application of emergency management policy, plans and procedures in consultation with internal and external stakeholders and legislation.

### Reporting line

Depending on the location of the role, or the operational and administrative requirements of the role at any point in time, this role may report to:

- Region Emergency Operations Controller - Region Commander
- Emergency Management Unit - Coordinator

### Direct reports

Nil

### Budget/Expenditure

In line with NSWPF Guidelines

### Essential requirements





- Obtain and maintain the requisite security clearances for this position
- Advanced diploma in a relevant discipline and/or equivalent experience
- Relevant training qualifications, including Certificate IV in Training & Assessment
- Current NSW Drivers Licence with clear driving record (at least 6 months)
- Willingness and ability to travel outside the respective Emergency Management Region for operational and training purposes.
- Willingness to undertake on-call duties

### Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

### Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in **bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework*		
Capability Group	Capability Name	Level
 Personal Attributes	<b>Display Resilience and Courage</b>	<b>Adept</b>
	Act with Integrity	Intermediate
	<b>Manage Self</b>	<b>Adept</b>
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Adept
	Work Collaboratively	Intermediate
	<b>Influence and Negotiate</b>	<b>Adept</b>
 Results	<b>Deliver Results</b>	<b>Adept</b>
	Plan and Prioritise	Intermediate
	<b>Think and Solve Problems</b>	<b>Intermediate</b>
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	<b>Technology</b>	<b>Intermediate</b>
	Procurement and Contract Management	Foundational
	Project Management	Foundational

### Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Display Resilience and Courage	Adept	<ul style="list-style-type: none"> <li>Be flexible, show initiative and respond quickly when situations change</li> <li>Give frank and honest feedback/advice</li> <li>Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively</li> <li>Raise and work through challenging issues and seek alternatives</li> <li>Keep control of own emotions and stay calm under pressure and in challenging situations</li> </ul>
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>Look for and take advantage of opportunities to learn new skills and develop strengths</li> </ul>

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>• Show commitment to achieving challenging goals</li> <li>• Examine and reflect on own performance</li> <li>• Seek and respond positively to constructive feedback and guidance</li> <li>• Demonstrate a high level of personal motivation</li> </ul>
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>• Tailor communication to the audience</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Create opportunities for others to be heard</li> <li>• Actively listen to others and clarify own understanding</li> <li>• Write fluently in a range of styles and formats</li> </ul>
<b>Relationships</b> Influence and Negotiate	Adept	<ul style="list-style-type: none"> <li>• Negotiate from an informed and credible position</li> <li>• Lead and facilitate productive discussions with staff and stakeholders</li> <li>• Encourage others to talk, share and debate ideas to achieve a consensus</li> <li>• Recognise and explain the need for compromise</li> <li>• Influence others with a fair and considered approach and sound arguments</li> <li>• Show sensitivity and understanding in resolving conflicts and differences</li> <li>• Manage challenging relations with internal and external stakeholders</li> <li>• Pre-empt and minimise conflict</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Take responsibility for delivering on intended outcomes</li> <li>• Make sure team/unit staff understand expected goals and acknowledge success</li> <li>• Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>• Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>• Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>• Use own expertise and seek others' expertise to achieve work outcomes</li> </ul>
<b>Results</b> Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> <li>• Research and analyse information and make recommendations based on relevant evidence</li> <li>• Identify issues that may hinder completion of tasks and find appropriate solutions</li> <li>• Be willing to seek out input from others and share own ideas to achieve best outcomes</li> <li>• Identify ways to improve systems or processes which are used by the team/unit</li> </ul>
<b>Business Enablers</b> Technology	Intermediate	<ul style="list-style-type: none"> <li>• Apply computer applications that enable performance of more complex tasks</li> <li>• Apply practical skills in the use of relevant technology</li> <li>• Make effective use of records, information and knowledge management functions and systems</li> </ul>

## NSW Public Sector Capability Framework

### Group and Capability Level

### Behavioural Indicators

- Understand and comply with information and communications security and acceptable use policies
- Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies

## Version Control

### Version

### Summary of Changes

### Date

V1.0

Position Description translated into Role Description template

11.09.2018