



Employment Application Pack

Position Title:	Disaster Management Officer
Vacancy Reference Number:	VRN22/23-059
Department:	Infrastructure
Location:	Biloela
Employment Status:	Full Time, permanent
Recruitment Commences:	22 November 2022
Recruitment Closes:	6 December 2022

TO APPLY

Submit the following documentation via email or in person:

- Application for Employment
- Cover Letter
- Resume
- Copies of any relevant Qualification/Tickets/Licences **are** required to be submitted (please also include details in the application form)

Your Cover Letter should outline qualifications, education and licences as well as abilities, skills and knowledge found on page two of the Position Description. Ensure you provide relevant examples where you have demonstrated your ability to perform the duties and responsibilities required in the Position Description.

Email: enquiries@banana.qld.gov.au

In person: Banana Shire Council Admin Office, 62 Valentine Plains Road, Biloela

BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS							
POSITION APPLYING FOR: Disaster Management Officer					VRN 22/23-059		
FAMILY NAME:					GIVEN NAME(S):		
TITLE: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____							
MAILING ADDRESS:					MOBILE NO:		
					TELEPHONE NO:		
POSTCODE:							
EMAIL ADDRESS:							
IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?							
<input type="checkbox"/> Facebook		<input type="checkbox"/> SEEK		<input type="checkbox"/> LinkedIn			
<input type="checkbox"/> Newspapers _____		<input type="checkbox"/> Posters/Mail outs		<input type="checkbox"/> The Australian Local Government Job Directory			
<input type="checkbox"/> Banana Shire Council Website		<input type="checkbox"/> On-Line (Please specify website) _____					
ELIGIBILITY TO WORK IN AUSTRALIA (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Are you an Australian/New Zealand citizen or Permanent Resident? Yes <input type="checkbox"/> No <input type="checkbox"/>							
If no, do you have a working visa? (Please specify type) Yes <input type="checkbox"/> No <input type="checkbox"/>							
LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Class of Licence:	<input type="checkbox"/> Car (C)	<input type="checkbox"/> LR	<input type="checkbox"/> MR	<input type="checkbox"/> HR	<input type="checkbox"/> HC	<input type="checkbox"/> MC	<input type="checkbox"/> RE/R
<input type="checkbox"/> Open		<input type="checkbox"/> Provisional		<input type="checkbox"/> Learners			
Licence issued in	<input type="checkbox"/> Queensland		<input type="checkbox"/> Another State/Territory		<input type="checkbox"/> Another Nation		
PLANT OPERATOR TICKETS (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							

Please list the **current** Plant Operator Tickets you possess **(Please provide details on a separate sheet if necessary):**

BLUE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Do you possess a Blue Card issued by the Commissioner for Children and Young People and Child Guardian? ☐ Yes ☐ No

WHITE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? ☐ Yes ☐ No

QUALIFICATIONS (Please provide details on separate sheet if more than one Qualification is held)

Level of Qualification: ☐ Masters ☐ Post Graduate ☐ Degree ☐ Diploma ☐ Certificate/Trade ☐ School

Course Name:

Year Qualification Obtained:

Educational establishment where qualification attained: ☐ University ☐ TAFE ☐ Other Training Centre ☐ School

Name of Establishment: _____ Country (If outside Australia): _____

REASONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council need to be aware of to make reasonable adjustments? Yes ☐ No ☐

If yes, please state details:

WORK RELATED REFEREES

Name: _____ Mobile phone No : _____

Organisation: _____ Business phone No: _____

Name: _____ Mobile phone No : _____

Organisation: _____ Business phone No: _____

EMPLOYMENT HISTORY (Mandatory)

Employer	Length of Service	Year Completed Service	Summary of duties	Business phone no.

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the Payroll department of the above mentioned Employer to confirm the following;

1. Length of Service
2. Position Title held at time of resignation

PERMISSION/DECLARATIONS

- To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.

☐ Yes ☐ No

If yes, please indicate persons you have an association with: _____

- I certify that all answers and statements on this Application Form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.
- I agree to complete the Health Declaration Form and agree to a medical examination with Council's medical practitioner if required by Council.
- I authorise Council to conduct Police Search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees and the Employer's Payroll Department for employment purposes only.

Name: _____ Signature: _____ Date: _____

PRIVACY COLLECTION NOTICE:

The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented or Council is required or authorised by law to do so.

Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be return

Disaster Management Officer POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Disaster Management Officer		
Classification:	6	Position Status:	Full Time
Employment Conditions:	Queensland local Government Industry Award (Stream A) – State 2017 Banana Shire Council Enterprise Agreement 2021		
Department:	Infrastructure Services	Location:	Biloela
Reports to:	Director Infrastructure Services	Number of reports:	1

ABOUT COUNCIL

Our Vision

“Shire of Opportunity”

To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

Our Mission

Our Council is committed to promoting and striving for continuous improvement in all that we do, for the benefit and growth of the whole of our Shire.

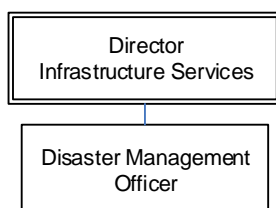
Our Values

- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council's operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development

GENERAL POSITION INFORMATION

This position plays a key role in the Banana Shire Council Disaster Management portfolio in managing and delivering outcomes on a range of disaster management services including the provision of high quality expert advice to the Local Disaster Management Group, Councillors, Senior Executives of Council, Government and non-government agencies.

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Lead and facilitate the development, implementation and maintenance of the Local Disaster Management Plan and sub plans, Standard Operating Procedures, disaster management risk assessments and Council policy relevant to this area.
- Guide and assist Council and the Local Disaster Management Group in implementing approved public education and awareness activities.
- Liaise with Learning and Development to provide relevant training to staff in relation to disaster management arrangements, strategies and plans.
- Provide advice to the Chairperson of the Local Disaster Management Group, Local Disaster Coordinator and members of the LDMG .
- Provide support and technical advice to Local, District and State Disaster Management Groups and agencies.
- Coordinate the functions of the LDMG and LECC's.
- Lead and facilitate the development of a disaster management strategic plan to provide a managed and focussed approach to Council's disaster management activities.
- Manage Council's agreed level of support to local SES groups under relevant policy, doctrine, memoranda of agreements or budget allocations and Liaise with local SES executive members accordingly.
- Develop five year business plan for the local SES Unit and Groups.
- Lead and Coordinate the Planning and delivery of identified disaster mitigation and community resilience projects and ensure the timely delivery of such programs.
- Manage and maintain disaster management assets in accordance with Council's Asset Management Plans.
- Assist with the development and implementation of Council's Quality Management System relating to disaster management.
- Assist in determining budget allocations relevant to disaster management and the local SES Unit and Groups.
- Development and submission of funding applications for approved projects related to Council's disaster management functions.
- Utilise technology and software systems as required.
- Utilise Council's financial systems as required.
- Maintain disaster management records utilising Council's records management system.
- Assist with the development and implementation of Council's GIS capability and resources, specifically for disaster management
- Represent Council in government, business and community forums and meetings as required.
- Receive, record, report and respond accordingly to queries with accurate, technically sound and well-articulated communications.
- Actively contribute to teams within the Department and workplace, promote best practice and maintain professional standards and integrity.
- Respond to enquiries from internal and external customers promptly and professionally.
- Research, prepare and produce professional reports on a range of disaster management related topics. Produce reports for Council and relevant Committees.
- Prepare budget and secure resources necessary for the operation and delivery of disaster management strategies.
- Organise coordinate, and document meetings with internal and external customers.
- Participate in personal and professional training as directed.
- Contribute to the promotion of the image of the Council and the maximisation of good public relations
- Liaise with clients, other Council staff, the public, consultants, utility and government authorities in the performance of duties including providing and obtaining information
- Undertake routine administrative tasks as required by the position eg. timesheets
- Assist senior staff to continuously improve work processes and develop new practices as required
- Participate in training, exercises and response to disaster management and recovery as required
- Undertake other relevant duties as directed, consistent with skills, competence and training.

QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

Compulsory

- Advanced Diploma of Public Safety (Emergency Management) or equivalent, and demonstrated qualification/experience in project management.
- Qld General Safety Induction (White or Blue Card)
- Queensland C class drivers licence (minimum requirement – provisional licence)

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- Extensive practical experience in disaster management, preferably within the Local Government arena.
- Demonstrated high level of oral and written communication skills, including the ability to:
 - a. Establish and maintain effective working relationships with a range of clients and stakeholder groups;
 - b. Negotiate outcomes and effectively represent Council's interests in dealing with external parties; and
 - c. Prepare and present clear, concise and accurate reports of a technical nature
- Proven ability to effectively develop and implement strategies and manage specific projects to achieve corporate objectives.
- Competent keyboard and computer skills and application of technology and other equipment required for disaster management functions.
- Good understanding of and commitment to EEO and WHS principles and practices.

CORPORATE OBLIGATIONS

The Employee agrees to comply with the following:

- Workplace Health and Safety policies and procedures
- Customer service standards
- Council's Code of Conduct
- Council's Environmental Policy
- Human rights legislation, actively promoting its principles in all activities
- Human Resources policies and procedures
- Financial Management policies and procedures
- Records Management policies and procedures
- Disaster Management policies and procedures

SPECIFIC CONDITIONS/REQUIREMENTS

- The employee acknowledges that this role requires them to hold and maintain a class 'C' manual drivers licence and that the loss of licence may jeopardise employment with Council
- Contactable 24/7 and available to work outside of normal business hours especially during activation of local disaster management arrangements and often for extended periods of time.

ACKNOWLEDGEMENT

This position description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your Supervisor will facilitate training and provide guidance on the specific requirements of the role. By signing this document you understand this and commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with Council.

Name:

Signature:

Date: