

Emergency Management Project Officer (ASO5)



Government of South Australia

Department for Infrastructure and Transport

Role statement

Organisational alignment

Division: People and Corporate Services
 Directorate: Safety, Security, Risk & Emergency Management
 Section: Emergency Management

Reporting relationships

Reports to: Manager, Emergency Management
 Direct reports: Nil

Role overview

The Emergency Management Project Officer is in the Safety, Security, Risk and Emergency Management Directorate.

They are accountable to the Manager, Emergency Management for a wide range of timely, cost effective and professional project orientated services related to emergency management planning, preparation, coordination and implementation.

The position also provides expert advice and specialist contribution to policies and planning.

Further information about the Department can be found at: <https://www.dit.sa.gov.au/about-us>

Our values

We pride ourselves on applying these values to our day-to-day interactions and individual performance. They shape our approach to achieving our strategic agenda.



Collaboration

We work together as one team to serve our customers.



Honesty

We are honest, open and act with integrity.



Excellence

We commit to excellence in everything we do.



Enjoyment

We enjoy our work and recognise our success.



Respect

We respect, understand and value the people we serve.

Key outcomes required of the role

- Collaborating within other teams within the Safety Security, Risk & Emergency Management Directorate to contribute to the strategic development of the Directorates objectives.
- Promoting and implementing the department's emergency management strategies/policies and key plans, and their integration across all key processes such as project management, financial management, contracting and procurement.
- Preparation of and reporting on emergency management.
- Providing project support and advice that is factual, concise and meaningful based on thorough research and analysis.
- Contributing to the ongoing efficiency and effectiveness of team/service provision by promoting and reinforcing the need for emergency management principles and practices to be implemented across the department.
- Contributing to the implementation and continuous improvement of the department's emergency management program.
- Contribute to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with our values, legislative requirements, the Code of Ethics for the South Australian Public Sector, equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.

Special conditions attached to the role

- This position includes fulfilling the on-call role specified durations, rotating with other staff at intervals.
- While on call the appointee must be immediately contactable 24 hours a day, fit to drive, and be available to respond to emergency notifications and/or report to the State Emergency Centre within 60 minutes of receipt of a call or text.
- In the event of an emergency any staff member of the Security and Emergency Management Team may be required to assist in the response to and recovery from an Identified Major Incident, Major Emergency or Disaster.
- This may involve working in the State Emergency Centre, the department's Command Centre or at an incident management team or similar role. This may potentially include long hours and challenging work conditions.
- A National Police Check (NPC) is required prior to employment in the Department for Infrastructure and Transport which must be renewed every three years.
- This role is classified as a position of trust and will be subjected to a satisfactory criminal history record check in line with departmental policies and procedures Some out of hours and weekend work may be required.
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- Some intra / interstate travel may be required.

Educational qualifications / licenses

- A current driver's licence is essential.
- An Emergency Management or other relevant qualification is desirable.

Technical capabilities

- Demonstrated ability to consult with stakeholders to develop policy or plans.

Person capabilities

[Our Capability Framework](#) describes the core capabilities, behaviours and skills required for us to meet our strategic objectives and be a modern public sector, attracting, developing and retaining the best talent. The framework is constructed around five categories of capability; personal attributes; building relationships; achieving results; leadership and growth; and performance enablers.

Refer to our framework for the detailed capabilities required for this stream. This role is classified as:

Stream 2: Leader

Stream 2 roles would typically consist of supervisors and senior team members, including those with technical knowledge (indicative classifications include ASO4-6, PO2-3, OPS4-7, TGO2-5, M3-7, WPA2, WBT7-10).

Key selection criteria

The criteria outlined below are drawn from the most significant requirements of the person capabilities (from Our Capability Framework) and technical capability, professional knowledge and experience to be addressed in your application having consideration of the role overview and key outcomes.

- Understands and is responsive to customer needs and perspectives and provides a professional positive experience while managing outcomes which respect the department's systems, processes, and policies.
- Demonstrates ability to deliver departmental programs under limited direction, and in a timely manner collaborates interdepartmentally to seek and provide informed advice on complex issues to mitigate the agency's risk.
- Proven experience in successfully coordinating and/or implementing relevant emergency management and risk management programs, projects and functions that maximises the utilisation of resources, and where required, providing staff with professional development opportunities.
- Demonstrates ability to utilise high level analytical and research skills and contemporary knowledge of the discipline, issues, risks and directions associated with the unit's programs to provide effective verbal and written communication.
- Demonstrates cultural respect and understanding through the recognition of Aboriginal and Torres Strait Islander community needs. Shows respect for diverse backgrounds, experience and perspectives. Values and encourages diversity of thought.
- Shows leadership and commitment to safety and wellbeing of self and others.
- Shows respect for diverse backgrounds, experiences and perspectives including that of Aboriginal and Torres Strait Islander people. Values diversity of thought.
- Shows genuine care for the safety and wellbeing of self and others.

Approved

Signature: _____ Date: _____

<Insert name, job title>

People, Culture and Capability Use Only	KNet ID: 16029703	ANZSCO code: < >	Position number: M37437
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