



Job Description

Job Title:	Emergency Management Advisor / Senior Advisor National Operations
Business Unit:	Ministry of Civil Defence & Emergency Management (MCDEM)
Responsible To:	Team Leader, National Operations
Direct Reports:	Nil
Indirect Reports:	Nil
Key relationships:	
<i>Internal</i>	Director, MCDEM Manager, Capability & Operations Team Leader, National Operations MCDEM staff DPMC Staff Central Agencies Shared Services (CASS) staff
<i>External</i>	Supplementary NCMC resourcing pool National and regional agencies, partners and stakeholders National working groups/committees
Financial Delegation:	Nil
Indicative appointing pay range:	
Advisor:	\$61,967 - \$92,951
Senior Advisor:	\$84,870 - \$127,306

DPMC's Purpose

Advancing a confident, well-governed and secure New Zealand.

DPMC's Focus

Together serving and supporting effective executive government

Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (DPMC) occupies a unique position at the centre of New Zealand's system of democratic government. It exists to support the effective conduct of executive government by the Prime Minister, the Governor-General and members of the Cabinet. DPMC's principal role is provision of advice, on a daily basis, to the Prime Minister and Cabinet on the wide range of complex issues that confront the Government – particularly its policy priorities.

DPMC provides impartial advice, through the Clerk of the Executive Council and Government House, to the Governor-General. In addition it plays a role in coordinating and leading the work of government departments and agencies, and other entities as appropriate, to ensure that decision making takes account of all relevant viewpoints and that advice is as coherent and complete as possible.

The Department of Prime Minister and Cabinet also includes the following business groups: Office of the Chief Executive, Security & Intelligence, Policy Advisory Group, Cabinet Office & Government House, Ministry of Civil Defence & Emergency Management and the Greater Christchurch Group.

Ministry of Civil Defence & Emergency Management Overview

The Ministry of Civil Defence & Emergency Management (MCDEM) provides leadership in New Zealand in reducing risk, being ready for, responding to and recovering from emergencies. MCDEM is the lead agency for a number of hazards listed in the National CDEM Plan and manages central government's response and recovery functions for these.

The key elements of MCDEM's role are:

- **Leading:** MCDEM provides leadership and the strategic direction for CDEM, underpinning work with evidence-based analysis, high levels of professionalism, and a commitment to providing high quality products and services.
- **Reducing risk:** MCDEM promotes initiatives that identify and research hazards, their consequences, and develop ways to reduce risk to communities.
- **Readiness:** MCDEM promotes CDEM awareness and preparedness in communities and organisations.
- **Responding:** MCDEM maintains the capacity and capability to support, coordinate, and manage the response to an emergency and adapt to changing demands.
- **Recovering:** MCDEM promotes the development of robust processes and arrangements to enable a coordinated and holistic recovery process, and the capacity to manage or coordinate the recovery from an emergency when required.

Capability and Operations Unit

The MCDEM Capability and Operations Unit has two principal functions: CDEM capability development and National CDEM operational readiness and systems. These functions are delivered through two teams – the Capability Development Team and the National Operations Team. The Unit also has responsibility to manage relationships with partner Departments and agencies at the national level.

Purpose of the Position:

The Emergency Management Advisor / Senior Advisor National Operations' primary responsibility is to be accountable for building and maintaining operational capability within MCDEM and support the development of operational capability with the range of CDEM stakeholders within the context of the National CDEM Plan.

Date: January 2018



Key Tasks or Responsibilities (including Accountabilities)	Performance Indicator
<p>1. Operational (functional) responsibilities</p>	<ul style="list-style-type: none"> • Develop and maintain operational infrastructure and systems in preparation for emergencies • Develop and deliver operational training • Develop and maintain operational procedures and guidelines • Develop, maintain and manage the National Warning System and the MCDEM Duty System • Plan, conduct and manage (or contribute to) CDEM exercises at national and regional levels to validate the effectiveness of emergency management arrangements • Facilitate and record response and exercise debriefing, develop reports and implement corrective action plans <p>Additionally Senior Advisors will:</p> <ul style="list-style-type: none"> • Contribute to the development of the National CDEM Plan, Guide and supporting plans as well as operational policy documents • Contribute to developing and promulgating strategic frameworks and guidance which enhance the ability of MCDEM and CDEM stakeholders to improve capability and resilience • Provide advice and support which ensures that MCDEM and CDEM stakeholders comply with statutory obligations, and provides guidance material to CDEM stakeholders on how statutory obligations and Government decisions should be implemented • Develop and promulgate best practice support systems including codes of practice, standards, structures, frameworks, doctrine, and guidelines
<p>2. Stakeholder management</p>	<ul style="list-style-type: none"> • Manage effective relationships, and provide support and advice to CDEM stakeholders and agencies at the national and regional level, especially with regard to matters of operational capability • Encourage the coordination of emergency management planning and activities across the range of CDEM stakeholders • Promote adherence to the CDEM Act, National CDEM Strategy, National CDEM Plan, Guide, supporting plans, and other guidance material



Key Tasks or Responsibilities (including Accountabilities)	Performance Indicator
<p>3. Policy, programmes, projects and planning</p>	<ul style="list-style-type: none"> • Contribute to the strategy, policy, and management processes of MCDEM and specifically the Capability & Operations Unit • Develop programme or project plans, and manage projects as required • Deliver agreed outputs, services and outcomes to a high standard in the agreed timeframe • Provide regular, relevant reports on progress, initiatives and issues as required • Foster cooperation and teamwork with other units of the Ministry to achieve common objectives <p>Additionally Senior Advisors will:</p> <ul style="list-style-type: none"> • Represent the Team Leader, National Operations with internal or external stakeholders as required
<p>4. Health and safety (for self)</p>	<ul style="list-style-type: none"> • Takes personal responsibility for keeping free from harm; • Follow safe working procedures • Report incidents promptly • Report hazards promptly and suggests appropriate remedies • Knows what to do in the event of an emergency • Co-operates in implementing rehabilitation plans

Key Tasks or Responsibilities <i>(including Accountabilities)</i>	Performance Indicator
<p>5. Duty Team and Emergency Response.</p>	<p>Response Management</p> <ul style="list-style-type: none"> • Acts on the MCDEM duty team. • Fulfils an appointed role during NCMC activations at Modes 2, 3 and 4 (Wellington based staff only). • Deploys to an affected CDEM Group during emergencies if required (usually regional staff only). <p>Duty Team The Emergency Management Advisor / Senior Advisor National Operations will be required to participate, at regular intervals, on the MCDEM duty team responsible for immediate response to emergencies. The requirement is one week on-call durations, rotating with other staff at equally spread intervals. While on-call as part of the duty team the appointee must be immediately contactable 24 hours a day, in a sober, drug free state (excluding medically prescribed drugs) and be available to respond to emergency notifications and/or report to the NCMC within 30 minutes from receipt of the call or deploy within two hours to an affected area.</p> <p>Emergency Event In the event of an emergency the Emergency Management Advisor / Senior Advisor National Operations, will be required to assist in the response to and recovery from a national, regional or local emergency, as directed. This may involve work in the National Crisis Management Centre (NCMC) or another location, and may include potentially long hours and challenging working conditions, e.g. an emergency could occur at any time of the day or night and may require working shifts and /or working weekends. MCDEM will do all in its power to support staff in meeting their work and family responsibilities during an emergency.</p>



PERSON SPECIFICATION

The person specification captures the expertise required for the role. This may be a combination of knowledge/ experience, qualifications or an equivalent level of learning through experience or key skills and attributes.

Qualifications:

<p>Essential:</p> <ul style="list-style-type: none"> • A relevant tertiary qualification of an equivalent body of knowledge and experience. 	<p>Desirable:</p> <p>Nil</p>
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Knowledge/ Experience:

<p>Essential:</p> <ul style="list-style-type: none"> • Experience in developing and implementing functional and operational plans; • Experience in developing and implementing project plans; • Experience in working in complex, high pressure environments; • Experience in working in an operational environment; • Experience in building and maintaining effective relationships; • Experience in operational decision making; • Experience in development and maintenance of operational processes and systems; and • Sound technical acumen, particularly with regards to IT and communication systems. <p>Additional the Senior Advisor will possess:</p> <ul style="list-style-type: none"> • Experience in the development of strategic frameworks, national guidance and advice; • Experience in making qualitative and quantitative assessments; • Project management experience using project management methodologies to create expected outcomes. 	<p>Desirable:</p> <ul style="list-style-type: none"> • Experience in emergency management or related area; • Knowledge of emergency management processes and planning; • An understanding of hazard risk management; • An understanding of the CDEM Act 2002, the National CDEM Plan, Guide, and supporting plans; • An understanding of the government crisis management model and the national framework for CDEM; • Knowledge of the machinery of Government; • Understanding of the Coordinated Incident management System (CIMS).
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Personal Attributes

- Experience in building and maintaining effective relationships;
- Excellent writing and communication skills, high level collaboration and relationship management skills;
- An ability to self-manage and successfully manage own workload
- Excellent presentation skills
- An ability to effectively train others either in groups or a one on one basis;
- An ability to facilitate and coordinate people and project teams effectively;
- An ability to work in complex, high pressure environments and deliver high quality work under pressure;
- High level of judgement with the ability to make effective decisions in complex situations.
- An ability to orchestrate multiple activities at the same time to accomplish a goal;
- An ability to apply analytical and problem solving skills;
- An ability to effectively present information to audiences at all levels;
- An ability to manoeuvre through complex organisational and political situations;
- An ability to be flexible in an often changing environment;
- The discretion and tact to handle confidential and private information;
- Applies the highest standards of personal conduct, honesty and integrity;
- The discretion and tact to handle confidential and private information.

Security Requirements

This position requires New Zealand citizenship, and the ability to obtain and maintain a national security clearance at Secret level. You must satisfactorily complete pre-employment checks which will include, but is not limited to, criminal and credit checks.



Changes to Job Description

Positions in DPMC may change over time as the organisation evolves and changing priorities occur. Therefore, we are committed to maintaining a flexible organisation structure which best enables us to meet changing market and customer needs. Responsibilities for this position may change over time as the job evolves and such change may be initiated as necessary by the manager of this position.

Rotation

DPMC requires a workforce that is flexible and able to adapt to meet the rapidly changing scope of government needs and priorities. DPMC also seeks to be an employer that provides development and career opportunities and will work with employees in supporting them to grow and extend their skills, knowledge and abilities. To achieve this, every employee will have a professional development plan in place. In addition, from time to time DPMC or an employee may propose a transfer to another position within the department where the employee has the relevant skills and experience. Any such transfer would require the agreement of both DPMC and the employee, and would take place on the same terms and conditions of employment, unless both parties otherwise agree.

Health and Safety

DPMC is committed to providing a healthy and safe work environment. All DPMC managers, employees, secondees and consultants to DPMC also have and safety responsibilities and are expected meet these and contribute to ensuring DPMC is a healthy and safe place to work by:

- (a) Notifying management of any hazards or potential hazards;
- (b) Undertaking work and using equipment as specified in relevant documentation;
- (c) Reporting incidents, injuries and near misses;
- (d) Acting in a safety conscious manner at all times; and
- (e) Supporting DPMC's health and safety initiatives.

In addition to the above, managers and team leaders are responsible for:

- (a) Ensuring that staff are supported in addressing health and safety concerns;
- (b) Ensuring incidents, injuries and near misses are recorded, reported and investigated in a timely manner; and
- (c) Undertaking remedial actions as soon as reasonably practicable.

Approved

Sarah Stuart-Black
Director, MCDEM

Date



Attachment 1: DPMC competencies

Competency	Behavioural Indicator
<p>Knows what DPMC is all about</p> <p><i>Demonstrates a good understanding of the particular function of the department and the nature of its work.</i></p>	<ul style="list-style-type: none"> • Can articulate the direction of the DPMC • Understands what is important for DPMC's success and why • Has knowledge about DPMC's special role in the machinery of government • Can explain the various roles and functions contained within the DPMC • Understands the sensitivity of security issues in the DPMC environment • Understands the implications of having the particular customers we have
<p>Works in a Professional Manner</p> <p><i>Demonstrates appropriate professional knowledge and skills, working to an exacting level</i></p>	<ul style="list-style-type: none"> • Completes work that meets, if not exceeds, the expectations of the client • Acts in a manner consistent with the security requirements of the job • Develops and works to lift their level of competence • Manages competing priorities and work loads • Displays the highest standards of personal conduct • Exercises discretion • Exhibits impartiality and an unbiased approach • Judgement is exercised appropriately on increasingly more sensitive and difficult issues
<p>Maintains productive team working relationships</p> <p><i>Internal</i></p> <p><i>Demonstrates collegiality through knowledge sharing and excellent work relationships.</i></p> <p><i>External</i></p> <p><i>Demonstrates the ability to develop and maintain relationships and promote the interests of the Department and business unit</i></p>	<ul style="list-style-type: none"> • Facilitates the work of the team through information sharing • Shares knowledge that is essential for DPMC's performance • Works collegially with other members of the team • Does not exceed their brief • Is respectful of others • Actively maintains a wide network of contacts • Develops and maintains excellent relationships with all external contacts • Promotes the interests of the Department and/or unit • Facilitates the free flow of information between the unit and the customer • Actively ensures barriers to information flows are minimised
<p>Communicates effectively</p> <p><i>Exercises clarity and directness in all forms of communication ensuring the message is understood.</i></p>	<ul style="list-style-type: none"> • Gets to the point quickly • Actively listens to what is said and how it is said • Tailors their message, tone and delivery to the audience • Checks that the message is understood • Presents logical and reasoned argument in all communication

Competency	Behavioural Indicator
<p>Acts with integrity</p> <p><i>At all times acts in a manner that accords with the department's role at the centre of government in accordance with the principles of the code of conduct.</i></p>	<ul style="list-style-type: none"> • Maintains confidentiality • Exercises discretion • Exhibits impartiality and an unbiased approach • Completes work reliably • Acts honestly • Acts in a trustworthy manner
<p>Negotiation/Conflict Resolution</p> <p><i>Achieves cooperation and coordination where objectives are complex (and often conflicting) and assists in achieving policy closure.</i></p>	<ul style="list-style-type: none"> • Presents arguments which persuade others • Identifies, where possible, mutually acceptable and implementable solutions • Uses informal networks to diffuse potential conflict • Recognises and resolves problems • Implements strategies to avoid/minimise problems and to prevent escalation • Handles conflict constructively • Presents effective arguments
<p>Government/Legal Awareness</p> <p><i>Demonstrates a good understanding of political, legal and policy process</i></p>	<ul style="list-style-type: none"> • Understands the role of the Executive and Parliament • Understands constitutional processes, practices and conventions • Understands the role of the Governor-General and the Prime Minister • Understands the policy process of Cabinet committees and Cabinet • Understands legislative processes • Knows the legal context of one's work and the requirements of the Official Information legislation
<p>Demonstrates analytical ability</p> <p><i>Applies intellectual power and analytical skill to produce high quality advice.</i></p>	<ul style="list-style-type: none"> • Identifies emerging issues early and proactively addresses them • Thinks more broadly than the immediate issues • Asks the right questions • Readily assimilates large volumes of complex data • Clearly answers pragmatic, specific problems • Provides robust, well thought out conclusions supported by relevant data • Consistently works within an analytical framework
<p>Demonstrates security awareness</p> <p><i>Demonstrates an awareness and understanding of the security protocols that apply to the information handled by the business unit.</i></p>	<ul style="list-style-type: none"> • Understands and adheres to all security requirements • Knows when to consult on matters relating to security • Demonstrates a security consciousness