



## CDEM Resilience Fund project application form

Application for CDEM Resilience Collaborative fund approval	
Project title	EMIS Officer (Trainer – for North Island)
Date of application	13 February 2013
Details on application	
Lead local authority	Greater Wellington Regional Council through the Wellington Region Emergency Management Office (WREMO)
CDEM Group	Wellington Region CDEM Group
Other local authorities or Groups supporting the proposal	North Island CDEM Groups
Project description	
<p>Executive summary <i>[200 words maximum description.]</i></p> <p>This project seeks to address a significant gap that is common to most of the CDEM Groups in New Zealand:</p> <ol style="list-style-type: none"> <li>1. The introduction of EMIS requires assistance to train and support CDEM Groups' EOC staff in the use of EMIS.</li> </ol> <p>This proposal seeks funding of \$80,000 per annum for at least two consecutive financial years (total \$160,000). The proposal is for a person on a fixed term contract at 40 hours per week to deliver EMIS training and support to CDEM Groups throughout the North Island.</p> <p>Specific arrangements:</p> <ul style="list-style-type: none"> <li>• Greater Wellington Regional Council (through WREMO) would be the Administering Authority for the project and employer of the contracted staff member;</li> <li>• Each CDEM Group making use of the EMIS Officer would be responsible for travel and accommodation whilst receiving the service (see page 3); and,</li> <li>• A Work Programme and reporting lines would be managed by WREMO.</li> </ul>	
<p>Problem/opportunity <i>[200 words maximum description.]</i></p> <ol style="list-style-type: none"> <li>1. <u>EMIS</u></li> </ol> <p>The introduction of EMIS has been welcomed by the all CDEM Groups, however the Groups agree that EMIS has introduced a significant training overhead for which most do not currently have sufficient resources available. It would make sense to have one trainer who is well versed in EMIS that we can share and who would help promote a common approach to using EMIS in the North Island CDEM Groups. Ideally the CDEM Groups making use of this service should have a common approach to using EMIS, so that during an emergency staff resources can be shared if necessary.</p> <p>This funding bid is to employ a contracted staff member to deliver the following outputs:</p> <ul style="list-style-type: none"> <li>• Deliver regular training and support to EOC staff across the North Island CDEM Groups;</li> <li>• Work closely with CDEM and IT staff to develop localised training;</li> <li>• Assist during responses to events, supporting staff in the EOC with using EMIS; and,</li> <li>• Liaise with MCDEM and other CDEM Group staff involved in EMIS, to develop best practice approaches and solve problems.</li> </ul>	

## 2. Competencies

The competencies sought for a person delivering this role are:

- An experienced trainer and/or public educator;
- Excellent communication and active listening skills;
- Empathy with people and community groups;
- A strong interest in, and affinity with, technology;
- Evidence of being able to train staff in the introduction of new technological applications;
- Experience in developing resources to support training outcomes (eg, teaching materials, printed items, website content, presentations);
- The flexibility to travel across the North Island;
- Specific training required (not a pre-requisite – could be provided): EMIS Training to Super User standard; CIMS2; EOC II and III.

Alignment with identified goals and objectives *[200 words maximum description.]*

This application aligns closely with the following National CDEM objectives:

- 1a Increasing the level of community awareness and understanding of the risks from hazards;*  
*1b Improving individual, community and business preparedness;*  
*1c Improving community participation in CDEM; and,*  
*3b Enhancing the ability of CDEM Groups to prepare for and manage civil defence emergencies;*

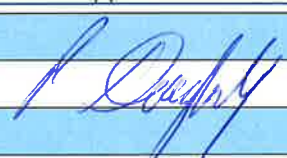

The application also reflects the goals and objectives of CDEM Groups, who all aspire to building resilient and safer regions. The joint nature of this application takes account of the Monitoring and Evaluation Reports for the various Groups which have identified training as a gap, particularly the implementation of EMIS into the respective Councils making up the CDEM Groups.

Dissemination of benefits to sector *[200 words maximum description.]*

This proposal would deliver the following benefits to the wider sector:

1. EMIS: we would be able to share our resource to assist the development of national standards and approaches on EMIS and to help other CDEM Groups develop their training capacity. We anticipate there will need to be some kind of national group to support problem solving with EMIS and the development of common training approaches. This resource would put us in a strong position to contribute to that. It would also help alleviate the burden on MCDEM to support our EMIS roll out at Group level.

Project manager	Manager Business and Development, WREMO	
Other project members	The CDEM Group Emergency Managers of the North Island	
External providers/contractors	N/A	
<b>Deliverables</b>		
Milestone	Date for completion	Cost
Recruiting and Training of EMIS Officer	30 June 2013	\$28,000
<ul style="list-style-type: none"> <li>• <i>Recruiting</i></li> <li>• <i>Remuneration</i></li> <li>• <i>Training</i></li> </ul>	<ul style="list-style-type: none"> <li><i>31 March 2013</i></li> <li><i>Up to 30 June 2013</i></li> <li><i>By 30 June 2013</i></li> </ul>	<ul style="list-style-type: none"> <li><i>\$5,000</i></li> <li><i>\$18,000</i></li> <li><i>\$5,000</i></li> </ul>

Induction and initial visits to North Island CDEM Groups.	July - August 2013	\$6,000																				
Development of work programme for balance of the financial year (for presentation to CDEM Groups).	September - October 2013	\$1,000																				
Development of EMIS Training materials.	July – October 2013	\$10,000																				
<b>Identified risks</b>																						
Risk	Suggested management																					
<ol style="list-style-type: none"> <li>Inability to recruit appropriate person</li> <li>Delays in project due to emergency events</li> </ol>	<ol style="list-style-type: none"> <li>Utilise HR staff for advice</li> <li>Utilise staff from neighbouring CDEM Group's to assist in keeping the project going</li> </ol>																					
<b>Funding request and use</b>																						
CDEM resilience fund contribution	\$45,000 up to 30 June 2013 \$83,000 for 2013-2014 year <b>Total \$128,000</b>																					
North Island CDEM Groups' contribution	Support from CDEM Groups: it is anticipated that the CDEM Groups involved would provide office space, travel and accommodation when making use of the EMIS Officer.																					
Other sources of funding	Nil																					
Expenditure <i>[Please supply details]</i>	Estimate only:																					
Set up cost up to 30 June 2013	<table border="1"> <thead> <tr> <th>Item</th> <th>Cost per annum</th> </tr> </thead> <tbody> <tr> <td>Initial cost for 2012-2013 year <i>(see deliverables above)</i></td> <td>\$45,000</td> </tr> <tr> <td>Remuneration* <i>*The position has yet to be job sized by HR staff</i></td> <td>\$65,000</td> </tr> <tr> <td>Training</td> <td>\$7,000</td> </tr> <tr> <td>Resources (eg training materials)</td> <td>\$6,000</td> </tr> <tr> <td>Uniform, PPE etc</td> <td>\$1,000</td> </tr> <tr> <td>Professional development</td> <td>\$1,000</td> </tr> <tr> <td>Administering Authority Fee (eg, cover corporate support incl IT and HR functions)</td> <td>\$3,000</td> </tr> <tr> <td><b>Total (2013-2014)</b></td> <td><b>\$83,000</b></td> </tr> <tr> <td><b>Total for this application</b></td> <td><b>\$128,000</b></td> </tr> </tbody> </table>		Item	Cost per annum	Initial cost for 2012-2013 year <i>(see deliverables above)</i>	\$45,000	Remuneration* <i>*The position has yet to be job sized by HR staff</i>	\$65,000	Training	\$7,000	Resources (eg training materials)	\$6,000	Uniform, PPE etc	\$1,000	Professional development	\$1,000	Administering Authority Fee (eg, cover corporate support incl IT and HR functions)	\$3,000	<b>Total (2013-2014)</b>	<b>\$83,000</b>	<b>Total for this application</b>	<b>\$128,000</b>
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Costs for 2013-2014 year																						
<b>Application confirmation</b>																						
Approval of Chief Executive																						
<b>CDEM Group comment</b>																						
Comment																						
Approval of Coordinating Executive Group Chair																						



# Job Description

## Emergency Management Information System Officer

### Wellington Region Emergency Management Office (WREMO)

#### 1. Part One : Position Description

##### A. Purpose

To support CDEM Groups and partner response agencies in New Zealand (mainly the North Island) to carry out their EMIS responsibilities under the Civil Defence Emergency Management Act 2002.

Civil Defence Emergency Management in New Zealand comprises the Ministry of CDEM and 16 Civil Defence Emergency Management Groups. Each CDEM Group comprises a consortium of local authorities, emergency services, lifelines utilities, welfare organisations, government departments and non-government organisations operating in its respective area. The organisation responsible for coordinating the efforts of each CDEM Group is the Group Emergency Management Office (GEMO).

The Emergency Management Information System is a web-based system built on MS SharePoint 2010 with integrated ESRI based GIS. The EMIS server is administered at the national level by the Ministry of Civil Defence and Emergency Management (MCDEM). However, to ensure the level of functionality, readiness and relevance required for local and regional CDEM use there is also a need to coordinate the implementation, application and sustainment of EMIS at the Group level.

The purpose of this position is to:

1. Support CDEM Groups in the North Island with the implementation of EMIS
2. Deliver EMIS training to CDEM Groups in the North Island

##### B. Working Relationships / Reporting Lines

The position reports to the Manager, Business and Development at the Wellington Region Emergency Management Office (WREMO).

##### C. Key Result Areas

- Emergency Operations Centre staff (including those of partner agencies) are EMIS trained to recognised standards
- Excellent working relationships are developed and maintained with personnel in the emergency management sector
- The objectives of the CDEM Groups are achieved

#### **D. Key Tasks/Anticipated Areas of Responsibility**

The EMIS Officer is responsible for:

- Managing and delivering ongoing training for CDEM Group personnel in the North Island
- Managing the ongoing development of an EMIS training strategy
- Working with CDEM Groups to improve their EMIS capabilities
- Facilitating meetings, workshops and planning activities as necessary to address EMIS issues
- Developing and maintaining close working relationships with emergency management agency personnel
- Receiving, collating, and promoting suggested enhancement requests to the MCDEM EMIS Governance Group via the MCDEM EMIS Facilitator
- Providing, supporting or coordinating EMIS User Training for Local Authority users in concert with the Group Training & Exercise Coordinator
- Maintaining training records
- Contributing to the maintenance of a safe working environment

#### **E. Dimensions**

There are no staff that report to this position.

### Part Two: Person Specification

#### **F. Essential Skills and Qualifications**

- A train the trainer or adult education qualification or equivalent experience
- Knowledge or understanding of emergency management and the CDEM Act 2002
- Knowledge and familiarisation with operational management systems including Co-ordinated Incident Management System (CIMS)
- Highly developed written and oral communication skills. The ability to communicate with a wide variety of groups and individuals

- Computer skills.
  - Familiarity with MS SharePoint 2010
  - Experienced in MS Excel
  - Familiarity with GIS applications
- Organisational and administrative skills
- Project management and facilitation skills and experience.
- A current drivers licence

#### **F. Necessary personal and interpersonal characteristics**

- A strong commitment to providing a high level of emergency management service
- Willingness to undergo development and training
- The ability to complete projects to a high standard, on time and within budget
- Strategic thinking and sound judgement
- The ability to use initiative and accept responsibility for making things happen
- Open to share information, ideas and experience with colleagues
- Integrity and honesty
- The ability to confidently and clearly communicate issues and concepts, including listening to the point of view of others
- An awareness and understanding of Tikanga Maori

#### **G. Physical Requirements**

- Good state of health, enthusiasm and commitment
- The ability to use a keyboard and mouse safely without causing or aggravating an injury
- The ability to carry out the functions of the position, including during an emergency

