

Role description

General information

Title:	Senior Policy Officer - Emergency Management			Classification:	ASO6
Division:	Major Programs and Regions	Branch:	Emergency Management, Drought and Resilience	Business unit:	Emergency Policy and Preparedness
Type of appointment:	Ongoing	Hours of duty:	37.5	Location :	CBD

About us

South Australia is internationally recognised for the quality of its agriculture, food, and wine. Our regions are the backbone of our state and the economic powerhouse that drives prosperity for all South Australians.

The Department of Primary Industries and Regions (PIRSA) is a key economic development agency working in partnership with our primary industries, regional stakeholders and across all levels of government to advance the prosperity and sustainability of South Australia's primary industries and regional communities. PIRSA leads biosecurity emergency responses and supports other emergency responses.

We are a passionate team of around 800 people working across metropolitan and regional South Australia to develop and protect our state's regions and food, wine, aquaculture, fisheries, forestry, grains, livestock, dairy and horticulture industries.

Purpose

Under the State Emergency Management Plans, PIRSA is the lead agency for emergency animal (including marine) and plant disease responses and provides support during and post other emergencies that impact on animal welfare and/or primary production. The PIRSA Emergency Policy and Preparedness team is the coordination point for PIRSA emergency management preparedness, including capability and capacity development. It also provides a point of contact on emergency management for other government agencies (local, state and commonwealth) and industry. It is responsible for supporting PIRSA to meet its State and national emergency management responsibilities through the development and implementation of proactive preparedness activities and development and implementation of operational policy and training.

Critical to meeting PIRSA's emergency management (EM) responsibilities is ensuring PIRSA has robust and targeted policy arrangements in place to support its response relief and recovery activities. The Senior Emergency Management Policy Officer is responsible, using the comprehensive approach for emergency management, for coordinating the development and maintenance of PIRSA's Emergency Management Plan (framework) and subordinate response, relief and recovery operational plans, policies and procedures and ensuring that other agency plans and arrangements accurately reflect PIRSA's scope of support activities. Additionally, this role will contribute to the development and implementation of projects to address agency or other state arrangement emergency management needs.

The incumbent is required to exercise technical expertise and judgement to deal with issues related to emergency management documentation/planning, must be familiar with the emergency management environment.

Key accountabilities

- Development and maintenance of PIRSA's EM Plan and subordinate suite of response, relief and recovery policies, procedures and supporting documents.
- Development of agency feedback to reviews of documentation and arrangements required under South Australia's emergency management arrangements.
- Establishment and maintenance of a PIRSA EM document review risk register.
- Ensure that identified lessons from exercises, responses and recovery programs are
- Develop and maintain effective liaison and relationships with key internal and external stakeholders
- Actively participate in the development of content and/or delivery of PIRSA Emergency Management framework awareness training as required.
- Contribute to the input and implementation of projects that address strategic and operational emergency management requirements

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<ul style="list-style-type: none"> captured in PIRSA EM documentation Well written and timely briefs are developed for areas of responsibility. 	<ul style="list-style-type: none"> Participate in emergency incident response and coordination as required. Contribute to the exchange relevant information to support emergency management in PIRSA.
<h2>Key deliverables / results</h2>	
<ul style="list-style-type: none"> PIRSA's EM Plan, policies, procedures and supporting documents are contemporary, where applicable are risk and science based, and reflect identified learnings Researched briefs are developed to support management attendance at EM sector meetings (eg SEMC and subordinate subcommittees) Agencies reliant on PIRSA EM relief and recovery assistance understand PIRSA's scope and accurately reflect this within their EM documentation. 	<ul style="list-style-type: none"> PIRSA's EM stakeholders (internal and external) are engaged, and kept informed of, changes to PIRSA's EM Plan and subordinate plans and documentation. Cross-agency and multi-sector partnerships are established to enhance emergency preparedness and resilience. EM role as required
<h2>Relationships</h2>	
<ul style="list-style-type: none"> The role reports to the Manager, EM Policy & Preparedness The EM Support Officer (ASO4) reports to this position Collaborates and coordinates with other Emergency Management, Drought and Resilience team members. Maintains working relationships across key agencies. 	<ul style="list-style-type: none"> Maintains working relationships across PIRSA managers and staff who participate in or support PIRSA's emergency management. (Brett and Elena)
<h2>Requirements</h2>	<h2>Qualifications</h2>
<ul style="list-style-type: none"> Possession of a current driver's license and willingness to drive. Out of hours work and inter / intrastate travel may be required. Australian residency or current works permit is required (responsibility of applicant to provide evidence of a current work permit). 	<ul style="list-style-type: none"> Essential: NIL Desirable: Qualifications in Emergency Management, Public Policy, or a related field

<h2>Capabilities</h2>	
<h3>Capability</h3>	<h3>Behaviours</h3>
<p>Professional and Technical Knowledge Demonstrates and applies in-depth knowledge in the fields of emergency management and stakeholder engagement, and an ability to rapidly enhance knowledge about technical biosecurity emergency response</p>	<ul style="list-style-type: none"> Demonstrates in-depth knowledge in relevant aspects of emergency management. Uses expertise to develop and apply models and frameworks to create new knowledge, policies and practice. Transfers knowledge in a meaningful and understandable manner to non-technical colleagues. Has a comprehensive and in-depth knowledge of the emergency management sector, the major issues, trends, developments, and their implications for future directions. Assimilates new/complex information quickly Sources expert advice and requests additional support when required

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requirements.	<ul style="list-style-type: none"> Contributes intelligently outside specific area of expertise.
<p>Communication Communicates effectively with a wide range of people, adapting style to match the audience and the situation; communicates complex ideas clearly, coherently, fluently and articulately, both verbally and in writing.</p>	<ul style="list-style-type: none"> Recognises and can represent the viewpoints of multiple stakeholders Respects others' viewpoints and incorporates these into building understanding and making final decisions Skilled in facilitating dialogue to build understanding in groups Listens reflectively and empathically, actively demonstrating interest and a preparedness to consider others' ideas and experiences Uses multiple channels to communicate important messages (e.g. memos, newsletters, meetings, emails).
<p>Relationship Building and Maintaining Works collaboratively developing productive working relationships with peers, staff and stakeholders; interacts confidently and employs astute perception with strong listening and questioning skills; able to relate to and communicate with people from diverse 'cultures', locations and ages.</p>	<ul style="list-style-type: none"> Effectively liaises with and between a wide range of people at all levels. Builds positive, genuine relationships in which to create shared understandings. Takes the time to get to know and understand peers, staff and key stakeholders building positive working relationships Easily approached by others, developing and maintaining open two-way communication channels Demonstrates open communication including genuine interest, active listening and questioning techniques Competent and comfortable in relating to and communicating with diverse range of people - from different 'cultures', locations, ages
<p>Achievement orientated Sets targets to achieve results; motivates self and others to focused efforts meeting deadlines even when the timeframe is demanding.</p>	<ul style="list-style-type: none"> Deals assertively in overcoming barriers to action Focuses on realising strategic outcomes even when under pressure Stays motivated by using milestones and feedback to reflect progress Has a strong sense of urgency about solving problems and getting work done Rewards success in self and others

HRMS no.:		ANZCO Code:		Objective ID:	
Delegate approval:	A/Executive Director, Major Programs and Regions			Date:	
Approved and classified by People and Culture:	Senior HR Business Partner - A7302641				