



Job Description

Job Title:	Advisor / Senior Advisor, Planning
Portfolio:	National Emergency Management Agency (NEMA)
Reports to:	Team Leader Emergency Management Planning
Location:	Wellington
Date:	September 2020

NEMA's role

NEMA provides national leadership to our distributed emergency management system. NEMA's primary focus is on the performance and capability of the emergency management system as a whole, across all hazards and all risks and the 4 Rs of risk reduction, readiness, response and recovery.

What we do

The primary function of NEMA is to support and enable communities to manage emergencies.

NEMA works with the diverse range of agencies that comprise the emergency management sector, each with different responsibilities and focus, and varying levels of resources and capability. Organisations involved include communities and their local authorities, Civil Defence Emergency Management (CDEM) Groups, central government departments and agencies, emergency services, welfare agencies, lifeline utilities and education providers, researchers, international agencies, and non-government organisations.

NEMA:

- Provides advice to government on emergency management matters.
- Identifies hazards and risks.
- Develops, maintains and evaluates the effectiveness of the emergency management strategic framework.
- Ensures coordination at local, regional, and national levels.
- Promotes emergency management and delivers public awareness about how to prepare for, and what to do in, an emergency.
- Supports emergency management sector capability development, planning and operations, including developing guidelines and standards.
- Monitors and evaluates the performance of the 16 regional CDEM Groups (Groups).
- Maintains and operates the National Crisis Management Centre, including the maintenance of a duty team to staff the Centre, and issue warnings and public information.
- Manages the central government response to, and recovery from emergencies resulting from geological (earthquakes, volcanic unrest, landslides, tsunami), meteorological (coastal hazards, floods, severe winds, snow) and infrastructure failure where the NEMA is the lead agency.

Analysis and Planning

The Analysis and Planning business unit is responsible for the research and development of CDEM concepts across hazard risk management, reduction, readiness, response, recovery and resilience. The unit coordinates science and technical advice and the application of research, emergency management planning, the development and maintenance of the strategic framework, guidance and doctrine, recovery management and international engagement. It also has responsibility to manage relationships with partner Departments and agencies at the national level.

Our Values

Our DPMC values

Mahia i runga i te rangimārie me te ngākau māhaki

With a calm mind and a respectful heart we will always get the best results



NEMA values diversity and inclusion. We want our workforce to reflect the diversity of our communities. We value and respect the contributions of our people with diverse backgrounds, experiences, skills and perspectives. We support flexible ways of working that bring out the best in you.

NEMA recognises the continuing partnership Te Tiriti o Waitangi between Māori and the Crown. We are committed to doing our part to deliver on the Crown's commitments to Māori under Te Tiriti. We strive to actively build te Ao Māori perspectives and capability into our day to day work, values and practices.

Role Purpose

The Advisor / Senior Advisor, Planning position is accountable for developing, maintaining and evaluating the strategic national emergency management planning framework and supporting doctrine and hazard-specific emergency management planning and guidance with a range of stakeholders.

The role is required to lead and guide specific projects and programmes, including those related to strategic and hazard specific emergency management planning.

Key Accountabilities

Key Accountability Areas:	Detail
1. Functional responsibilities	<ul style="list-style-type: none">• Develops, maintains, implements, and reviews the arrangements in the National emergency management planning framework including the National CDEM Plan, Guide to the National CDEM Plan and supporting plans• Develops and maintains a capability assessment tool for the monitoring and evaluation of national agencies• Develops and promulgates best practice support systems including codes of practice, standards, structures, frameworks, doctrine, and guidelines which enhances the ability of NEMA, and emergency management stakeholders to improve capability and resilience

Key Accountability Areas:	Detail
	<ul style="list-style-type: none"> • Develops, maintains, implements, and/or reviews the emergency management hazard risk and contingency planning arrangements across the emergency management system. • Monitors and analyses national and international emergency management practice, and ensures NEMA planning, policy, and advice represents best practice • Seeks opportunities to add value by advocating and educating stakeholders on emergency management planning <p>Additionally, the Senior Advisor:</p> <ul style="list-style-type: none"> • Provides specialist advice to support development of NEMA, and stakeholders capability and compliance with statutory obligations, and provides advice and guidance on how statutory obligations and Government decisions should be implemented • Develops and maintains operational procedures and guidelines for emergency management planning • Develops and/or supports the development of operational training for emergency management planning • Contributes to NEMA's business continuity management system, and provides advice to stakeholders on business continuity practice and process
2. Policy, programmes, projects, and planning	<ul style="list-style-type: none"> • Contributes to the strategy, policy, business planning and management processes of the NEMA • Develops programme or project plans, and manages them as required • Delivers agreed outputs, services and outcomes to a high standard in the agreed timeframe • Provides regular, relevant reports on progress, initiatives and issues as required • Fosters cooperation and teamwork with other units of the NEMA to achieve common objectives • Provides sound, practical advice and input into strategic policy issues, needs and opportunities for NEMA and CDEM <p>Additionally, the Senior Advisor:</p> <ul style="list-style-type: none"> • Represents the Team Leader Emergency Management Planning with internal or external stakeholders as required
3. Stakeholder management	<ul style="list-style-type: none"> • Manages effective relationships, and provides support and advice to emergency management stakeholders with a particular focus on strategic and hazard risk and contingency planning arrangements. • Encourages the coordination of emergency management planning and activities across the range of emergency management stakeholders at the national, regional and local levels. <p>Additionally, the Senior Advisor:</p> <ul style="list-style-type: none"> • Seeks opportunities to add value by leading, advocating and educating emergency management stakeholders on matters of operational capability
4. Self-management and Communication	<ul style="list-style-type: none"> • Well-organised, plans systematically and identifies risks • Involves other people to reach goals efficiently and effectively • Monitors progress and evaluates results • Communicates effectively with clarity and in a way that is appropriate to the audience

Key Accountability Areas:	Detail
	<p>Additionally, the Senior Advisor:</p> <ul style="list-style-type: none"> Promotes adherence to the CDEM Act 2002, National CDEM Strategy, National CDEM Plan, Guide, supporting plans, and other guidance material.
5. Duty Team and Emergencies	<p>Readiness:</p> <ul style="list-style-type: none"> Attends and participates in NEMA NCC/NCMC training sessions and exercises Familiarity with and participates in the development of relevant NEMA NCC/NCMC Standard Operating Procedures Able to operate relevant NCMC systems <p>Response Management:</p> <ul style="list-style-type: none"> Acts on the NEMA duty system Fulfils an appointed role during NEMA National Coordination Centre (NCC)/ National Crisis Management Centre (NCMC) activations at Modes 2,3 and 4 <p>Duty team:</p> <ul style="list-style-type: none"> The Advisor or Senior Advisor, Planning will be assigned a duty role and participate in the 24/7 duty system. This involves being rostered on from a Monday to a Monday (within a small team) and being available 24/7, in cell coverage within the Wellington Region (for Wellington staff). The Advisor or Senior Advisor, Planning will receive full training and will be expected to be on duty every 4-8 weeks (depending on how many people are trained in that particular role). As part of this responsibility, the Advisor or Senior Advisor, Planning will be expected to be ready to access duty equipment (a duty phone, work phone, computer and possibly a satellite phone depending on the role) at all times. As part of this role, the Advisor or Senior Advisor, Planning can expect to occasionally be required to respond to events outside of normal working hours to support an emergency response. As part of this requirement, a duty allowance will be paid. <p>Emergency:</p> <ul style="list-style-type: none"> The Advisor or Senior Advisor, Planning will also be assigned a functional role in the NEMA NCC/National Crisis Management Centre (for Wellington based staff and selected Auckland based staff) and/or may be deployed to an impacted CDEM Group to provide advice. NEMA staff are expected to respond to emergencies in either a lead or support capacity across a wide range of hazards. The Advisor or Senior Advisor, Planning will receive full training and will be expected to be able to respond to an emergency event at any time of the day or night in a rostered capacity. Whilst many of the events NEMA support can be managed during business hours, large-scale and complex emergencies (such as the Kaikoura or Christchurch Earthquakes) may require the Agency to operate a 24/7 roster.

Key Relationships

Internal

Chief Executive, NEMA
Deputy Chief Executive, NEMA
Manager, Analysis and Planning
Team Leader, Planning
NEMA and other DPMC staff

External

Government agencies
Civil Defence Emergency Management (CDEM) Groups
Lifeline utilities and / or welfare sectors
Science and research organisations
National Crisis Management Centre (NCCM) user agencies
NCCM Supplementary staff
Private sector and NGOs
National and regional working groups/committees
Central Agencies Shared Services (CASS)

Qualifications/Experience

Essential

- A tertiary qualification in emergency management or related discipline OR an equivalent body of knowledge and experience.
- Experience in meeting stakeholder/customer requirements at a high level
- Experience in building and maintaining effective relationships
- Experience in developing and implementing functional and operational plans
- Knowledge, understanding and ability to interpret, develop and apply national policies
- Experience working in complex, high-pressured environments
- Sound technical acumen, in particular with regards to IT and communication systems

Additional the Senior Advisor will possess:

- 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 the expected outcomes

Desirable

- A post-graduate tertiary qualification in emergency management or related discipline OR an equivalent body of knowledge and experience
- Proven experience in emergency management or related area
- Understanding of the National Security System model and the national framework for emergency management
- Knowledge of emergency management planning
- Knowledge of business continuity management
- Understanding of critical infrastructure and/or social and community resilience sectors
- Understanding of hazard risk management
- Understanding of recovery
- Knowledge of emergency management systems, processes and planning
- Knowledge of the CDEM Act 2002, the National CDEM Plan, Guide, and supporting plans
- Knowledge of the machinery of government.

Personal Attributes

- Experience in building and maintaining effective relationships
- Excellent writing and verbal communication skills, high level collaboration and relationship management skills
- An ability to self-manage and successfully manage own workload
- An ability to facilitate and coordinate people and project teams effectively

- 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 operate effectively in a high stress environment and deliver high quality work output under pressure
- 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
- High level of judgement with the ability to make effective decisions in complex situations

Public Service Introduction

Mahi t p ai ng Kaimahi T matanui e whai tikanga ai te noho a ng t ngata o Aotearoa. Hei t te Public Service Act ko te p take o ng Kaimahi K wanatanga, ko te tautoko i te k wanatanga whai ture me te k wanatanga manapori; ko te whina i te K wanatanga o te w nei me anamata ki te whakawhanake, ki te whakatinana hoki i r tou kaupapa here; ko te tuku i ng ratonga t matanui e nui ana te kounga, e nahanaha ana an hoki; ko te tautoko i te K wanatanga e t roa ai te whai oranga o te marea; ko te huawaere i te whai w hitanga o te kirirarau ki te ao t matanui me te whakatutuki i ng mahi i runga i t te ture i whakahau ai. E hiranga ana te w hi ki a m tou ki te tautoko i te Karauna i ana hononga ki ng iwi M ori i raro i te Tiriti o Waitangi. Ahakoa he nui ng momo t ranga mahi, e tapatahi ana ng kaimahi t matanui i roto i te whakaaro nui ki te h pai i ng hapori, ka mutu, e arahina ana m tou mahi e ng m t pono matua me ng uara o ng Kaimahi T matanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with M ori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community, and guided by the core principles and values of the public service in our work.

Health and Safety

NEMA is committed to providing a healthy and safe work environment. All NEMA managers, employees, secondees and consultants to NEMA also have health and safety responsibilities and are expected meet these and contribute to ensuring NEMA 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 NEMA'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
Undertaking remedial actions as soon as reasonably practicable.

Security Requirements

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

Rotation

NEMA requires a workforce that is flexible and able to adapt to meet the rapidly changing scope of government needs and priorities. NEMA 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 NEMA 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 NEMA and the employee, and would take place on the same terms and conditions of employment, unless both parties otherwise agree.

Changes to Job Description

Positions in NEMA 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. Changes to job description will be discussed with employees as part of this process.