



Job Description

Job Title:	Senior Emergency Management Advisor, National Operations
Portfolio:	National Emergency Management Agency (NEMA)
Reports to:	Team Leader, National Operations
Location:	Auckland
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 as described in the CDEM Act and National CDEM Plan.

National Operations

The purpose of the National Operations business unit is to lead the operational systems, arrangements, facilities and infrastructure, capability and capacity of NEMA and New Zealand's emergency management system to be ready for and able to respond effectively to emergencies. National

Operations also has responsibility to manage the National Crisis Management Centre (NCMC) readiness and availability during any emergency response.

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 purpose of the Senior Advisor National Operations position is to:

- Build and maintain operational capability within NEMA
- Support the development of operational capability with the range of CDEM stakeholders within the context of the National CDEM Plan.

Key Accountabilities

Key Accountability Areas:	Performance Indicators
1. Operational capability management: Facilities, infrastructure, people, & procedures	<ul style="list-style-type: none"> • Lead or contribute to NEMA National Coordination Centre (NCC) and/or National Crisis Management Centre (NCMC) facility development and maintenance, including alternative facilities • Lead or contribute to the development and maintenance of operational infrastructure, systems, and procedures in preparation for emergencies • Lead or support the development and delivery of exercises and operational training • Facilitate and record response and exercise debriefing, develop reports and implement corrective action plans • Support the operation of the NCC/NCMC during emergencies

Key Accountability Areas:	Performance Indicators
2. Stakeholder management	<ul style="list-style-type: none"> • Lead, coordinate and support interagency and external collaboration, including influencing wider government operational elements to promote and support the development of operational capability in accordance with the CDEM Act, National CDEM Strategy, National CDEM Plan, Guide, guidelines, and standards • Manage effective relationships, and provide support and advice to CDEM stakeholders and agencies at the national and regional level
3. Policy, programmes, projects and planning	<ul style="list-style-type: none"> • Contribution to: <ul style="list-style-type: none"> - the strategy, policy, and management processes of NEMA and specifically the National Operations Unit - the development of the National CDEM Plan, Guide and supporting plans as well as operational policy documents • Develop and promulgate best practice support systems including codes of practice, standards, structures, frameworks, doctrine, and guidelines • Deliver on time and to a high standard: <ul style="list-style-type: none"> - programmes or projects including planning - agreed outputs, services and outcomes - regular, relevant reports on progress and issues
4. Health and safety for self	<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
5. Emergency response	<p>Duty Team The Senior Emergency Management Advisor, National Operations will be required to participate at regular intervals on the NEMA duty team roster.</p> <p>Emergency In the event of an emergency, the Senior Emergency Management 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 Coordination Centre (NCC) / National Crisis Management Centre (NCCMC) 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. NEMA will do all in its power to support staff in meeting their work and family responsibilities during an emergency.</p>

Key Relationships

Internal

Team Leader, National Operations (Line Manager)
Manager, National Operations
Deputy Chief Executive (NEMA)
National Controller
Senior Leadership Team (NEMA)
NEMA staff across all Business Units, notably National Operations,
Regional Partnerships (Auckland) and System Capability

External

Host facility staff
Parliamentary Services staff
Central Agencies Shared Services
CDEM Groups
Local and Central Government agencies and organisations

Qualifications/Experience

Essential

- A relevant tertiary qualification or an equivalent body of knowledge and experience
- Experience in developing and implementing functional and operational plans
- Experience in building and maintaining effective relationships
- Experience in development and maintenance of operational processes and systems
- Sound technical acumen, particularly with regards to IT and communication systems
- Experience in the development of strategic frameworks, national guidance and advice
- Project management experience using project management methodologies to create expected outcomes
- Experience working in collaborative project teams
- Ability to analyse, interpret, simplify and communicate technical information and complex themes
- Experience in working in an operational environment and operational decision making

Desirable

- Experience in emergency operations centres
- 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)

Personal Attributes

- An ability to self-manage and successfully manage own workload
- Excellent presentation skills
- An ability to effectively facilitate, co-ordinate and train in groups or a one on one basis
- An ability to work in complex, high pressure environments and deliver high quality work under pressure
- An ability to orchestrate multiple activities at the same time to accomplish a goal
- 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

Public Service Introduction

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hapori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

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 Māori 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 an internal /national security clearance at Secret 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.