



Job Description

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| Job Title: | Advisor / Senior Advisor, Deployable Capabilities |
| Business Unit: | National Operations |
| Reports to: | Team Leader, Deployable Capabilities |
| Location: | Wellington |
| Date: | November 2020 |

Public Service Introduction

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianeī, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

NEMA's role

NEMA provides national leadership to Aotearoa New Zealand's 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 and keep Aotearoa New Zealand resilient, safe and secure.

NEMA works with the diverse range of organisations that comprise the emergency management sector. Each has different responsibilities and focus areas, and varying levels of resources and capability. These organisations 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 improves 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 Unit

The purpose of the National Operations Unit is to lead the operational systems, arrangements, facilities and infrastructure 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 (NCCM) 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 our people.

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 an Advisor / Senior Advisor Deployable Capabilities is to:

- Support the building, maintenance and coordination of deployable capability including the Emergency Management Assistance Team (EMAT), Rapid Response Team (RRT), United Nations Disaster Assistance and Coordination (UNDAC) and NEMA deployable staff within New Zealand or offshore.
- Support all forms of emergency management sector deployments, including cross sector deployments to support sector capability development (in collaboration with the System Capability unit).

Key Accountabilities

| Key Accountability Areas: | Performance Indicators |
|--------------------------------|---|
| 1. Functional Responsibilities | <ul style="list-style-type: none"> • Deployable capabilities projects and programmes are delivered to a high standard. • Deployment systems and processes are administered and maintained including those relating to the procurement, implementation, delivery / distribution of: <ul style="list-style-type: none"> - Selection, training and exercises - Deployments and debriefings - Equipment and caches • Interagency and external collaboration is supported, including the development of deployable capability within the range of CDEM stakeholders. • Deployments are effectively supported during emergencies. <p>In addition Senior Advisors are responsible for:</p> <ul style="list-style-type: none"> • Ongoing improvements to deployment practices and systems are driven and implemented. • Problems, opportunities and optimal solution identified. • Contributions are made to the broader work of the NEMA, including through cross-team projects. • Interagency and external collaboration is supported, coordinated and led, including the development of deployable capability within the range of CDEM stakeholders. |
| 2. Stakeholder Management | <ul style="list-style-type: none"> • Improved understanding of NEMA's role in readiness and response is fostered with stakeholders. • Support is provided by NEMA and sector staff to NEMA coordinated deployments. <p>Additionally, the Senior Advisor ensures:</p> <ul style="list-style-type: none"> • The implications of emerging national and international responses, issues and trends are understood and shared. • Effective relationships with NEMA and CDEM stakeholders and other agencies are built and maintained. |

Key Relationships

Internal

Team Leader, Deployable Capabilities (Line Manager)
 Manager, National Operations
 Deputy Chief Executive (Emergency Management) / Director CDEM
 National Recovery Manager
 Senior Leadership Team (NEMA)
 NEMA staff across all Business Units, notably Planning, Social and
 Community Resilience, Regional Partnerships, Policy, Hazard Risk
 Management and System Capability.
 Programme Manager and Technical Advisors, Pacific Programme
 Principal Advisor New Zealand Response Teams

External

New Zealand UNDAC members
EMAT Members
New Zealand Response Teams
CDEM Group Managers and staff
Points of Contact in Central Government Agencies, Local Government Agencies, Emergency Services and other organisations
Suppliers
Minister's staff
Relevant Boards, Committees and Working Group members
Central Agencies Shared Services (CASS)
Department of the Prime Minister and Cabinet (DPMC)

Qualifications/Experience

Essential

- A relevant tertiary qualification or an equivalent body of knowledge and experience
- Experience using analytical tools, quantitative and qualitative evidence to inform decision making
- Excellent oral and written communication skills, and developing presentation skills
- Initiative and self sufficiency, able to foresee risks and issues, solve problems and manage own workload with little supervision
- Sound technical acumen, particularly with regard to IT and communication systems
- Ability to develop and maintain operational systems and processes and to anticipate future trends
- Ability to proactively build and leverage collaborative stakeholder relationships
- Ability to work under stressful conditions and still perform to the required standards

Additionally, a Senior Advisor will possess:

- Experience using relevant frameworks and analytical tools to analyse issues and develop advice
- Experience across the complete project management process, from commissioning to delivery. Can lead simple-to-complex projects.
- Experience providing advice in a public sector organisation or demonstrable experience in a relevant field
- Ability to think strategically about issues when developing operational advice
- Developing skills in representing the organisation and excellent communication skills
- An understanding of the principles of Te Tiriti o Waitangi

Desirable

- Developing and maintaining operational procedures and guidelines
- Experience with deployable teams, selection, exercises or training
- Knowledge of emergency management processes and planning
- An understanding of Coordinated Incident Management System (CIMS)

Additionally, a Senior Advisor may possess:

- A relevant post-graduate qualification
- Experience in or an understanding of procurement, contracts or budget management particularly in a government context
- An understanding of the CDEM Act 2002, the National CDEM Plan, Guide, and supporting plans
- Knowledge of the Machinery of Government

Personal Attributes

- An ability to facilitate and coordinate people
- Actively seeks to further develop own knowledge, skills and competencies through a range of experiences and contributes to the improvement of the quality of processes
- Flexible and adaptive to complex, high pressure and changing environments
- Able to manoeuvre through complex organisational and political situations with political nous
- Operates effectively in high stress environments and delivers high quality work output under pressure including short time frames
- Applies the highest standards of personal conduct, honesty and integrity
- Possesses discretion and tact to handle confidential and private information

A Senior Advisor will also demonstrate:

- Experience in building and maintaining effective relationships, including influencing without authority
- 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

Health and Safety

NEMA is committed to providing a healthy and safe work environment. Everyone at NEMA (including managers, employees, secondees, contractors and consultants) have health and safety responsibilities. They are expected meet these and contribute to ensuring NEMA is a healthy and safe place to work by:

- (a) Taking personal responsibility for keeping free from harm
- (b) Notifying management of any hazards or potential hazards, and making suggestions for mitigating actions
- (c) Undertaking work and using equipment as specified in relevant documentation
- (d) Reporting incidents, injuries and near misses promptly
- (e) Acting in a safety conscious manner at all times and following safe work procedures, including monitoring and managing the hours they work
- (f) Knowing what to do in the event of an emergency
- (g) Supporting NEMA's health and safety initiatives, including cooperating with rehabilitation plans.

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
- (c) Undertaking remedial actions as soon as reasonably practicable.

Emergency Response

Duty Team

Participation at regular intervals on the NEMA duty team roster is required.

Emergency

Assistance will be required 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 (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. NEMA will do all in its power to support staff in meeting their work and family responsibilities during an emergency.

Security Requirements

This position requires New Zealand citizenship or Permanent Residence, and the ability to obtain and maintain an internal /national security clearance at Confidential, 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.