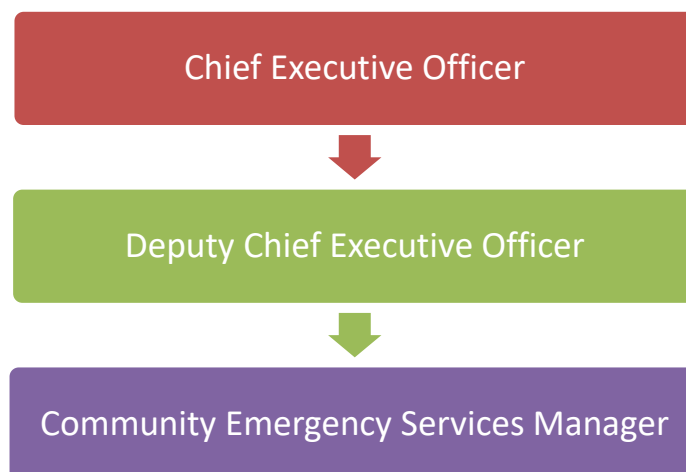




POSITION DESCRIPTION

POSITION IDENTIFICATION	
Position Title: Community Emergency Services Manager	Department: Corporate Services
Award/Agreement: Local Government Industry Award	Employment Type: 3 Year Contract Full Time
Reports to: Shire of Jerramungup Deputy Chief Executive Officer Department Fire Emergency Services District Officer	Supervisory Responsibility: Nil
Hours: Ordinary hours between 8.00am and 4:30pm Monday to Friday Requirement for weekend work or be placed on-call as directed	Location: Jerramungup Shire Administration Office, 8 Vasey Street, Jerramungup Work location is subject to change in accordance with the needs of the organisation, roles and responsibility changes of this position or emergency situations as directed.

ORGANISATIONAL RELATIONSHIPS



Approval of Position Description				
Document Owner	Position	Reason for Review	Review Date	Additional Comments
Shire of Jerramungup	Community Emergency Services Manager	Position reports only to Shire of Jerramungup	13/09/2025	Position previously under a shared arrangement with Shire of Ravensthorpe

Internal and External Liaison:

Internal:

Council
Executive Management Team
Bushfire Risk Mitigation Officer
Shire of Jerramungup Staff
Shire of Jerramungup Chief Bushfire Control Officer

External:

Ratepayers
Contractors
Department Fire and Emergency Services
Department Biodiversity Conservation and Attractions
Volunteer Bushfire Brigades
Government Departments

POSITION OBJECTIVES

Efficiently and professionally plan, develop, manage, implement and review community emergency services within the Shire of Jerramungup. To encompass the areas of Prevention, Preparedness, Response and Recovery and Special Projects as required.

SELECTION CRITERIA

Essential Criteria:

- Well-developed communication and interpersonal skills with the ability to manage personnel;
- Demonstrated experience in managing and supporting Volunteer Bush Fire Brigades to ensure capability and readiness;
- Demonstrated experience within Incident Management Teams during bushfire incidents or other emergencies to ensure effective management and appropriate reporting, as directed;
- Demonstrated proven experience and knowledge of developing Local Emergency Management Plans specific to Local Government;
- Current C class drivers' licence.

Desirable Criteria:

- Possession of recognised qualification in Training and Assessment;
- Ability to facilitate engagement with the community to actively promote bushfire planning;
- Current MR licence;
- Knowledge of relevant Local Government practices and procedures;
- The core procedures in relation to community preparedness activities; and

- Knowledge of the relevant legislation, statutory requirements, acts and local laws pertaining to emergency and bush fire management.

Skills

- Ability to assist in the management of fire and emergency operations.
- Ability to interpret, enforce and administer relevant acts, statutes, regulations and local laws.
- Well-developed analytical, numeracy and administration skills.
- Sound written, verbal, report and letter writing skills.
- Well-developed liaison, conflict resolution, negotiation and problem-solving skills.
- High level of computer proficiency including the use of Microsoft and internet applications.
- Effective time management skills, ability to work under pressure and be well organised.
- Excellent customer service skills.
- Well-developed decision making and problem-solving skills; and
- Good sense of initiative, with the ability to work autonomously or in a team environment, and accept accountability and responsibility of own actions.

Essential

- Undertake and pass a full medical including drug and alcohol testing.

CORE POSITION ACTIVITIES:

<p>KEY DUTIES/ RESPONSIBILITIES</p>	<p>ADMINISTRATIVE DUTIES</p> <ul style="list-style-type: none"> • Oversee and effectively manage and support the Shires Volunteer Bush Fire Brigade (Brigades) to ensure capability and readiness in areas such as membership, training, fleet management, funding arrangements, operations and response planning. • Support fleet management and funding arrangements for the local State Emergency Service (SES) units. • Meet the outcomes of the agreed Business Plan and positively engage and actively work with the Department of Fire and Emergency Services (DFES). • Support the development, formal implementation and periodic review of policies and procedures that actively contribute towards the Shire’s broad strategic direction for Brigades. • Structure operational and support meetings with the Brigades to promote effective coordinated service emergency delivery and ensure inter-brigade cohesiveness and consistency. • Strategies and programs to improve preparedness, prevention, response and recovery to support the community and Brigades. • Assist the Shires Bushfire Risk Mitigation Officer with approved program’s and plans, such as Bushfire Risk Management System/
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Bushfire Risk Management Plan or maintain other programs to reduce hazards that may impact the community.

- Contribute to the Shires annual budget process and oversee and coordinate Local Government Grant Scheme (LGGs) applications and acquittals.
- Lead and manage LGGs operating grants and capital grant expenditure for all Brigades and the SES.
- Prepare reports for and oversee the effective functioning of the Bush Fire Advisory Committee and prepare report for, and participate at Local Emergency Management Committee meetings, including preparation of agendas and minutes.
- Represent the Shire at relevant Government and Industry forums, workshops or meetings.
- Being available for on call activities, as directed.
- Assistance provided to DFES Region in provision of Regional Training Courses.
- Attend DFES Region staff meetings.
- Attend DFES and other Emergency Management Forums for personal and LG development opportunities.
- Undertake other duties, as directed.

PREVENTION

- Provide and implement a diverse range of preventative strategies to increase community awareness of hazards and to build community resilience.
- Support annual program to undertake bush fire prevention work on Shire managed and controlled land.
- Provide advice on Bushfire Risk Management Plans for subdivision proposals, in consultation with relevant stakeholders and undertake site inspections, as required.

PREPAREDNESS

- Actively engage with Brigades and the SES to support community education programs, such as Bushfire Ready Groups or pre-season awareness campaigns.
- Facilitate engagement with the community to actively promote bushfire planning.
- Actively engage with Brigades to ensure appropriate and adequate equipment, skilled personnel, plans and programs are provided in preparation for emergencies.
- Support Brigade meetings to ensure effective management, administration and compliance.
- Implement processes to inspect and maintain the Shires emergency water points.

- Monitor and administer LGGS operating grants and capital grants expenditure for Brigades and the SES.
- Actively lead and participate in the development, review and exercise of the Local Emergency Management Arrangements.
- Provide support to the Shires Bushfire Risk Mitigation Officer to assist in maintaining strategic emergency management plans such as Bushfire Management Arrangements and Bushfire Risk Managements Plans.

RESPONSE:

- Support the community in its own response to emergencies and provide support when required.
- Assist Brigades and participate within Incident Management Teams during bushfire incidents or other emergencies within the Shire to ensure effective management and appropriate reporting, as directed.
- Provide regional assistance to DFES for response activities, as directed.
- Assist with and promote a comprehensive response to emergencies, to contain and minimise.

RECOVERY:

- Assist the community, employees and volunteers affected by major emergencies to recover effectively and efficiently.
- Actively participate in Local Recovery Coordination Group and Incident Support Group meetings to aid and support effective and timely community recovery.
- Undertake After Action Reviews for bushfire incidents, as directed.

SPECIAL PROJECTS:

- Assist the Local Government and DFES with special projects that may impact on the community.
- Coordinate and manage projects for LGs/DFES in alignment with *Emergency Management Act 2005* (Emergency Management Plan preparation and facilitation.)

GENERAL:

- Manage and/or attend meetings of relevant organisations as required, including the Shires LEMC, BFAC, Brigade AGMs and any operational working groups..
- In partnership with the Local Government and DFES, develop and maintain professional relationships with stakeholders to ensure the delivery of service as specified in the Memorandum of Understanding between DFES and the Shire.

OTHER:

- Any other duties consistent with the level of this position and the principles of multi-skilling within the statutory services.

	<p>WORK, HEALTH AND SAFETY REQUIREMENTS</p> <ul style="list-style-type: none"> • Ensure that you fully comply with all Work Health and Safety practices and any other applicable legislation. • Oversee safety management practices and WHS Improvement Plans across the Organisation and within the Department in conjunction with the relevant WHS representatives. • Ensure compliance with Department of Fire and Emergency Services standards. • Lead by example to achieve compliance with WHS. • Undertake risk assessment, hazard identification and control and participate in accident/incident/near misses investigation and documentation. • Promptly report all accidents, incidents, near misses and hazardous situations arising in the course of work. • Ensure all contractors are suitably qualified, suitably trained and hold the correct licences to carry out the work. • Maintain Safe Work Procedures for the Department and ensure compliance with Safe work method statement and standard operating procedures, safety management procedures and plans. • Identify and assess possible hazards, recommend and initiate appropriate solutions.
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OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Medical Examination and current National Police Clearance Certificate will be required by the successful applicant at the Shire’s expense.

It is advised that no formal offer can be made until your satisfactory completion of this employment condition.

REPORTING

The Deputy Chief Executive Officer within the Shire of Jerramungup and the DFES Superintendent Great Southern will set the targets and outcomes to be achieved in the CESM Business Plan.

The CESM is required to complete the reporting tool in the business plan every quarter to record progress against the required targets. The DFES District Officer will meet with CESM every quarter to review and discuss the completed reporting tool and to provide guidance to ensure all outcomes and targets in the business plan are achieved.

COMMENT

All employees are required to sign a declaration that they have read Council’s Induction Manual/Code of Conduct prior to the commencement of work or any reviews. This signed document will be placed on each employees payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

TERMS OF EMPLOYMENT

Award	Local Government Industry Award 2020
Position Status	3 Year Contract Full Time
Hours of Work	Ordinary hours between 8.00am and 4.30pm Monday to Friday.
Salary	Dependent on qualifications, skills and experience cash component of up to \$97,000 dependent, availability allowance, overtime as approved.
Superannuation	11.5% Employer Superannuation Guarantee Contribution
Additional Superannuation	In accordance with the Shire of Jerramungup Human Resources Policy
Probation	6 Months
Performance Review	Annually
Annual Leave	Employee will be entitled to four (4) weeks Annual Leave (pro-rata) with 17.5% Loading on Entitled Annual Leave.
Housing	<p>The Shire of Jerramungup can assist with staff housing which is currently based in Jerramungup. Council is exploring options to possibly offer staff housing in Bremer Bay if housing and or funding can be secured. A 4x2 brick house with a large shed and garage will be offered to the successful applicant.</p> <p>Staff residing in their own accommodation will be provided with a housing allowance.</p>
Motor Vehicle	Commuting use of vehicle
Job Location	Jerramungup, Western Australia, 6337 Bremer Bay, Western Australia, 6338

COMMUNITY EMERGENCY SERVICES MANAGER:

Name: _____ Signature: _____

Date: _____

CHIEF EXECUTIVE OFFICER:

Name: _____ Signature: _____

Date: _____