

Position Description

Position title:	Emergency Management Commissioner
Position number:	SA0030
Group:	N/A
Business Unit/Branch:	Emergency Management Victoria Office of the Emergency Management Commissioner
Employment status:	Governor in Council Appointment - fixed-term for up to 5 years
Position reports to:	Minister for Emergency Services
Work location:	121 Exhibition Street, Melbourne and 8 Nicholson Street, East Melbourne. The position may be required to work from regional locations at times.

ROLE PURPOSE

The role of the Emergency Management Commissioner (EMC):

- To provide leadership and strategic direction for Emergency Management in Victoria and the Victorian emergency management sector.
- To ensure effective control arrangements are in place in response to Class 1 and Class 2 emergencies.
- Providing timely briefings and advice to the Minister and Victorian Government on the preparedness for, response to, and recovery from emergency events.

DJCS Emergency Management

DJCS Emergency Management encompasses the department's emergency management accountabilities, including Emergency Management Victoria (EMV), Emergency Recovery Victoria (ERV), Sector Investment and Performance, EM Tech and Data, Emergency Communications, and Entity Reform. The work of the group supports the emergency management sector to work together and to strengthen the capacity of individuals, communities, government, agencies and business to achieve our shared vision of safer and more resilient communities and to rebuild and recover after an emergency.

Emergency Management Victoria

EMV leads emergency management in Victoria by maximising the ability of the emergency management sector to work together and to strengthen the capacity of communities to plan for, withstand, respond to and recover from emergencies. EMV drives the development and implementation of policy, strategy, operational coordination, consequence management and planning across Victoria's emergency management sector, contributing to safer, more resilient communities. EMV is led jointly by the Chief Executive and the EMC.



Emergency Recovery Victoria

ERV is responsible for state and regional coordination for all emergencies to help communities build back better and emerge stronger. Working directly with impacted communities, all levels of government, agencies and industry, ERV coordinates real, effective and timely support that communities need to recover after a major emergency. As well as providing strategic leadership on whole-of-government recovery activities and delivering state recovery outcomes, ERV supports locally led recovery efforts to support councils and ensure that community is at the centre of recovery.


Emergency Management Commissioner

The Emergency Management Commissioner provides leadership for emergency management in Victoria, including driving improvements, particularly for operational capability and interoperability. The functions and powers of the EMC are outlined in the *Emergency Management Act 2013* and include responsibility for ensuring control arrangements are in place for response to Class 1 and Class 2 emergencies, and coordination before, during and after major emergencies. The role will also have oversight of emergency management planning before and after disasters, to strengthen community partnerships to build well prepared, safe, healthy confident and connected communities across Victoria.

The EMC is responsible for liaising with the Commonwealth Government on emergency management, and for ensuring that the Minister is provided with timely and up to date information in relation to the actual or imminent occurrence of events which may lead to major emergencies, and the response to major emergencies.

KEY ACCOUNTABILITIES

- Acquit the statutory accountabilities of the EMC as established in the EM Act 2013 and other relevant legislation.
- Develop, review and maintain operational standards and incident management operating procedures for the performance of emergency management functions by responder agencies, in consultation with responder agencies and EMV.
- Ensure relevant Ministers are provided with timely and up to date information in relation to actual or imminent occurrence of events which may lead to major emergencies, and the response to major emergencies.
- Manage the State's primary control centre (the State Control Centre) on behalf of, and in collaboration with, all agencies that may use it for emergencies.
- Responsible, with the Chief Executive EMV, for advising the State Crisis and Resilience Council (SCRC) in relation to any matter being considered by the SCRC on behalf of:
 - Fire Rescue Victoria
 - Country Fire Authority
 - Victoria State Emergency Service Authority
 - Emergency Services Telecommunications Authority
- Issue guidelines in relation to community emergency management planning, prepare and review the State Emergency Management Plan to provide for an integrated, coordinated and comprehensive approach to emergency management at a state level, and consider any regional emergency



management plan submitted by a Regional Emergency Management Planning Committee for approval.

- Ensure that control arrangements are in place during Class 1 or Class 2 emergencies and that the relevant agencies act in accordance with the SEMP and any directions made under the EM Act 2013.
- Be responsible for the coordination of activities of agencies having roles or responsibilities in relation to the response to Class 1 or Class 2 emergencies.
- Be responsible for the coordination of the activities of organisations, including agencies, with roles or responsibilities under the SEMP in relation to recovery from all emergencies.

KEY SELECTION CRITERIA

Professional/Functional Skills

- Previous experience in leading and managing complex emergency incidents at a senior management level within either an emergency sector agency or in a State/National level emergency management control environment.
- A strong understanding of Victoria's emergency services and the emergency management arrangements.
- Strong communication skills including the demonstrated ability to deliver key messages through mainstream media and other communication mediums.
- Strong experience in managing large, diverse groups in a dynamic environment.

Executive competencies

- **Leader mindsets:** Exemplify behaviours that engage, motivate and inspire employees. Effectively manage difficult situations and maintain a positive organisational culture.
- **Stewardship:** Strategically position the public sector to forecast, define, shape and adapt to the future to meet the needs of Victorians.
- **People:** Collaborate at all levels. Foster talent and build capability. Champion diversity and equality.
- **Performance:** Drive organisational and system performance. Deliver better outcomes for Victorians and adopt a continuous improvement approach.

Personal Attributes

- **Promote Inclusion:** Creates a culture that supports and respects the individuality of others and recognises the benefits of diverse ideas and approaches; communicates well with, relates to and sees issues from the perspective of people from a diverse range of cultures and backgrounds.

Qualifications

- Tertiary qualifications in an appropriate discipline are highly desirable.
- An Australian Inter-Service Incident Management System qualification is desirable.



IMPORTANT INFORMATION


- Further information for Executive positions can be found at The Victorian Public Sector Commission website (vpssc.vic.gov.au).
- Further remuneration information can be found at: (<https://www.vic.gov.au/remuneration-bands-executives-prescribed-public-entities>) This is aligned to an SES-3 range (\$419,001 to \$557,435 inclusive of statutory superannuation), noting 'pay at base' policy and parity across Commissioner roles may also apply.
- If you have previously left the VPS on a departure/ separation package, employment restrictions may apply.
- You may be required to mobilise to other areas to support priority projects or programs.
- The department is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees.

SAFETY COMMITMENT

- Staff safety commitment - Actively participate in health, safety, and wellbeing (HSW) programs and proactively report on all HSW incidents through the Justice Incident Management System (JIMS) to embed and support a strong safety-first culture that supports the HSW Strategy's vision of "a workforce that thinks safety and works safely".
- Manager safety commitment - Create and maintain a working environment, that takes a zero-tolerance approach to unsafe practices and behaviours, which supports the HSW Strategy's vision of "a workforce that thinks safety and works safely".
- Child safety commitment - The Department of Justice and Community Safety is committed to the safety and wellbeing of children and young people. We seek to prevent harm of any kind impacting children and young people and have zero tolerance for racism, child abuse and inequality. Children and young people's rights, relationships, identity, and culture must be recognised and respected, their voices heard, and their concerns acted upon. We aim to foster a culturally safe, child safe and child friendly environment for all children and young people we have contact with, deliver services to, or are impacted by our work.

PRE-EMPLOYMENT CHECKS

All appointments to the Department of Justice and Community Safety are subject to reference checks, pre-employment misconduct screening and Nationally Coordinated Criminal History checks. Some positions may also be subject to a Declaration of Private Interests (for executive and responsible officer roles), medical checks, and/or 'Working with Children Check.'



If the position is based in a prison, youth justice facility or community corrections location, or has offender management responsibilities, employment may be subject to a number of additional pre-employment security and safety checks, including, but not limited to:

- Pre-employment Security and Misconduct Checks (Declaration Form)
- Nationally Coordinated Criminal History Check (NCCHC) and International Police Clearance (if applicable)
- VicRoads Information Check
- Drivers Licence Check(s) (if applicable).

A Nationally Coordinated Criminal History Check and an Australian Entitlement to Work Check is a requirement for all DJCS positions, and these checks require identification documents of either a passport or birth certificate.

For Aboriginal Prioritised or Designated positions, a Certificate of Aboriginality (CoA) will be required prior to an offer of employment being made.

Aboriginal and Torres Strait Islander applicants are welcome to utilise support from the Aboriginal Recruitment Team throughout the recruitment process. Aboriginal candidates are encouraged to contact Aboriginalrecruitment@justice.vic.gov.au if they would like cultural support and guidance through the application process.

VALUES AND BEHAVIOURS

Department of Justice and Community Safety employees are required to demonstrate commitment to:

The Victorian Public Sector Values: responsiveness, integrity, impartiality, accountability, respect, leadership and human rights.

The environment – the department is committed to minimising its environmental impact and requires all staff to comply with its environmental policy.

Recordkeeping – the department is committed to good recordkeeping and requires all staff to routinely create and keep full and accurate records of their work-related activities, transactions and decisions, using authorised systems.

Diversity – the department values an inclusive workplace that embraces diversity and strongly encourages applications from Aboriginal people, people with disability, people from the LGBTIQ community, and people from culturally diverse backgrounds.



HOW TO APPLY

The Department is partnering with SHK Asia Pacific on this search. Applications are to be submitted online by visiting <https://www.shk.com.au/jobs> (preferred), scroll to the job advertisement/application point.

You are not required to separately address the Key Selection Criteria. Your CV (résumé) must demonstrate achievements commensurate with the position description.

Submit your CV (no more than five pages) and a concise cover letter (one page or an email), broadly addressing your proposition for the role.

Direct and third-party applications will be forwarded to SHK. There is a concurrent search. Candidates may be contacted by email or phone, including voicemail message. Applicants should keep a copy of the position description as it cannot be accessed once the job has closed.

Please note, selection processes may take some time, and may include multiple panel interviews and meetings. You may be invited for a further conversation or invited to an interview with the Consultant. The Department will be consulted throughout the process and will be making decisions on progression stages. If you are shortlisted and invited to meet with Panel, you will be provided with advice on the Panel format.

Referees will be formally requested at the appropriate stage, after Panel. Probity documentation and proof of qualifications, as required by DJCS and the Victorian Government, may be requested prior to a candidate being recommended for appointment. All probity requirements must be met.

There may be delays in communications on this process, due to decision making at each step and requirements of Governor-in-Council (GIC) appointments and formal approvals. Candidates will be notified of their status at the appropriate stage. This may be after GIC has given final approvals.

For more information after reviewing this position description and submitting your CV, please contact Penny Wilson, Senior Partner on penny.wilson@shk.com.au (preferred) or +61 434 589 284. An SMS message is welcome.

If you are **unable** to apply online, please email your application (CV and cover note) to penny.wilson@shk.com.au quoting **#3120870** and the role title in the subject line. Please check on email receipt if no reply in five working days, due to email security filters around attachments. **See the advertisement for the applicable close date.**

Full details of SHK's privacy policy may be found online at <https://www.shk.com.au/privacy-policy>.

FURTHER INFORMATION

Please visit About the Department on the [Department of Justice and Community Safety website](http://www.justice.vic.gov.au) (<http://www.justice.vic.gov.au>) for information on:

- organisational values and structure
- our policies such as privacy and conflict of interest
- the Victorian Public Service (VPS) code of conduct
- our commitment to the safety and wellbeing of children.