

Role Statement



TITLE OF POSITION: Emergency Management Leader
CLASSIFICATION LEVEL: ASO7

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and South Australian citizens.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

Division

People and Business Division comprises four directorates: Investment Services, Information Services, Customer Experience and People and Performance.

Role Overview

The role is accountable to the Unit Manager, Risk, Security and Emergency Management for leading and coordinating staff involved in the development, implementation and ongoing monitoring of strategic risks to the Department and emergency management programs by developing, implementing and directing an effective program to build the resilience of DPTI to emergencies and to support the Unit Manager as the Earthquake Hazard Leader for South Australia.

Key Outcomes of the Role

- a) Collaboration with other staff within Risk and Assurance to contribute to the strategic development of the Section's objectives.
- b) Identify, assess and report on risks to DPTI's own infrastructure and operations from the ten identified state hazards.
- c) Develop, track and report on implementation of mitigation measures to reduce the likelihood and/or consequences of risks identified by the emergency management program.
- d) Provide an overview of all DPTI emergency management plans, operational plans and procedures. Assist in the development of new plans and procedures as necessary.

Directorate: Investment Services
Position Number: New
ANZCO Code:
Location: Adelaide CBD
Knet: #9379527



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Transport and Infrastructure

- e) Provide expert specialised advice and consultancy to senior management, external stakeholders and inter-agency committees regarding current relevant developments in the discipline and their potential implications to agency policies and strategic plans.
- f) Resolve very complex issues with innovative solutions that are consistent with Agency objectives and national and international developments.
- g) Develop and implement an emergency management training program across DPTI, based on evaluated DPTI needs.
- h) Develop and maintain an exercise program that regularly gives DPTI staff the ability to practice their skills and increase their experience as well as assess the plans, policies, procedures, equipment and facilities used in response to and recovery from an emergency.
- i) Develop and keep informed of new solutions, trends, issues and best practices related to emergency management and business continuity and ensure these are embedded in the relevant DPTI programs and processes.
- j) Support other key emergency management roles within DPTI including the State Marine Pollution Controller, State Controller Transport Functional Service and DPTI member of the State Emergency Management Centre (SEMC).
- k) Maintain a 24 hour 7 day capability to gather situational awareness and respond to the SEMS, State Control Centre Transport and Forward Command. Maintain the State Control Centre – Transport and State Emergency Centre Transport booth and ensure they can be staffed by knowledgeable and trained DPTI personnel.
- l) Ensure the continuing operation and monitoring of the Cost Radio Adelaide and updates of emergency management plans including the South Australian Marine Spill Contingency Action Plan.
- m) Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the [Code of Ethics for the South Australian Public Sector](#), equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.
- n) Contributing to a high standard of customer service for internal and external clients and quality management and risk.

Special Conditions and Essential Requirements

This role has been classified as a position of trust. The incumbent is subject to a satisfactory criminal history / record check in line with departmental policies and procedures.

Work outside of normal hours will be required as the position is required to be available for response to emergencies.

The appointee must be immediately contactable 24 hours a day, and be available to respond to emergency notifications and/or report to the State Emergency Centre within 60 minutes of receipt of a call or text. When on notice for an emergency, the appointee must be fit to drive.

Some inter/intrastate travel involving overnight absences may be required.

Qualifications / Licences

A current driver's licence is essential.

Tertiary and/or post-graduate qualifications in one or more of the following areas:

- Emergency management
- Risk management

Person Capabilities

- a. Understands Aboriginal and Torres Strait Islanders cultural issues and addresses access barriers to participation in departmental policies, programs and services.
- b. Facilitates DPTI's cultural change by leading, modelling and engaging the workforce to embrace and exhibit the DPTI values and behaviours including:
 - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
 - ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
 - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we’re doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
 - iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
 - v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- c. Drives a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 1987*.
- d. Drives a culture of commitment and accountability in the implementation of the Premier’s Safety and Wellbeing Declaration and requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
- e. Delivers customer focused and strategically aligned services and practices and engages with stakeholders to successfully negotiate sensitive, critical or complex matters.
- f. Extensive experience in leading, motivating and influencing staff, driving and evaluating work objectives for improved service performance across strategically aligned functions.
- g. Demonstrates ability to act with urgency, apply and advise on broad discipline knowledge, formulate and suggest practical and innovative solutions, implement change and mitigate risk.
- h. Proven ability to work under broad directions in initiating, planning and delivering significant programs of work and providing timely, concise written and verbal communications to people at all levels.

Delegate Approval

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Name

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Signature

Date: / /