

Western Australian Council of Social Service Position Description

Position Title	Disaster Resilience and Emergency Support Manager
Classification Level	WACOSS Staff Agreement 2024 Salary Scale - Level 5 Annual Salary Between \$116,681 and \$119,598 (based on experience) plus 11.5% superannuation, travel cost, and mobile phone subsidy 38 hours per week (5 days)
Reporting line	Deputy CEO
<p>ORGANISATIONAL CONTEXT: The Western Australian Council of Social Service is the peak body of community service organisations and individuals in Western Australia. WACOSS stands for an inclusive, just and equitable society.</p> <p>As the peak body for the Western Australian community service sector, we believe that communities flourish where people are given the opportunity to contribute and create. We are committed to enabling and leading change that supports healthy, active and inclusive communities.</p> <p>To create equitable and empowered communities WACOSS works with its members to advocate with and on behalf of those who are the furthest from levers of power and influence, to amplify their concerns and seek justice, to create a society that genuinely works for the benefit of all.</p> <p>Disaster Relief and Resilience plays an important role in ensuring WACOSS is:</p> <ul style="list-style-type: none"> • Strong and connected • An influential voice in addressing poverty and inequity • A leader in enabling good community service practices • An organisation that drives positive change for all West Australians • Supporting community and community services in times of disaster <p>WACOSS is part of a national network consisting of ACOSS and the State and Territory Councils of Social Service, who assist people on low incomes and experiencing disadvantage Australia wide.</p>	
<p>KEY PURPOSE: Implementation and delivery of the Disaster Resilience and Emergency Support project.</p> <p>The core purpose of this project is to develop and provide oversight of the Recovery Grants, to small businesses, community groups and community services and building the capacity of the Community Services Sector when preparing for and dealing with disasters. WACOSS will support them by delivering payments to local businesses, community service organisations and other entities affected by a climate disaster.</p>	



KEY RESPONSIBILITIES:

<p>Project Implementation</p>	<p>Implement and fulfil the Disaster Resilience project by fulfilling contractual obligations including delivery of outcomes, outputs and performance indicators, reporting and financial oversight as identified in the project contract and project plan.</p> <ul style="list-style-type: none"> • Bring a mindset of innovation, collaboration, partnership and co-creation in working with stakeholders and people to achieve outcomes. • In consultation with the funder and Project Steering Group (PSG), project partners and key stakeholders, develop and implement the small grants project that will provide immediate financial relief, in the gap between immediate emergency assistance and insurance payouts. The role will: <ul style="list-style-type: none"> ✓ Develop application eligibility criteria in partnership with the funder and the Australian Red Cross ✓ Support WACOSS IT specialist to develop an online reimbursement application system, and a back-up paper system ✓ Provide accurate information to eligible community services organisations, community groups and small business based on the eligibility criteria ✓ Develop a dispute process for unsuccessful applicants ✓ Promote the scheme in communities impacted by disasters ✓ Assess and establish eligibility of applicants ✓ Provide communications to the funder and the Australian Red Cross confirming how eligible Community service organisations and small business can access the grant ✓ On activation and with written approval from the funder, coordinate and summarise all grant applications to be approved by the steering group when convened to oversee administration and delivery of the payments ✓ Coordinate and administer reimbursement scheme and keep accurate records ✓ Report back to the steering committee on the disbursement of grants ✓ Provide post event review and recommendations to the steering committee on areas for improvement <p>Work collaboratively with the Australian Red Cross to support their work before, during and after a disaster has impacted communities. The key activities will include:</p> <ul style="list-style-type: none"> ✓ Support implementation of WA's Community Disaster Resilience Strategy ✓ Identify opportunities to support the community sector to better respond to and recover from disaster impacts ✓ Provide opportunities for the community sector to engage with resilience and recovery policy ✓ Assist in the coordination of disaster related information and resources for the CRR sector
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	<ul style="list-style-type: none"> ✓ Facilitate opportunities for funders and Government Departments to engage with the community sector, through presentations and forums ✓ Continue to build the profile, reputation and consolidated voice of the community service sector ✓ Provide mechanisms for the Community Service Sector to input into WACOSS, Government and sector policy papers and submissions in relation to disaster preparedness and resilience ✓ Coordinate and develop collaborative responses to issues relevant to the sector ✓ Provide briefings and information to funding bodies and government as appropriate ✓ Develop strategies for responding to service gaps and identified needs ✓ Provide advice and support to existing local and regional networks and relevant interagency groups ✓ Work in consultation with the WACOSS communications team to establish a communications plan to support the project. ✓ Convene and support the Project Steering committee throughout the project lifespan. ✓ Manage the project budget, reporting and contractual requirements, ✓ Maintain strong communications with all key stakeholders to keep them informed and engaged in the project.
<p>Project Management</p>	<ul style="list-style-type: none"> • Under the direction of the WACOSS Deputy CEO and the Corporate Services Executive Manager effectively lead and manage the project and achieve the key milestones • Develop project plans and KPI's for each phase of the project • Effectively manage project partnerships
<p>Social policy and advocacy</p>	<p>When relevant:</p> <ul style="list-style-type: none"> • Remain abreast of evolving issues and trends in emergency management, government policy, risk reduction, resilience, and recovery. • Maintain ongoing dialogue and sector consultations with emergency management, government policy, risk reduction, resilience, and recovery stakeholders. • Contribute to the planning and preparation of submissions, tenders, and reports, related to the project. • Assist in establishing mechanisms for cross-sector communication, consolidation and sharing of resources. • Undertake further research on an as needs basis for the project.
<p>Community Development</p>	<ul style="list-style-type: none"> • Network and building positive relationships with community representatives and decision-makers in order to deliver the project. • Form and promote strategic alliances with other organisations, networks and interest groups relevant to emergency management, government policy, risk reduction, resilience, and recovery in order to deliver the project.

Professional development and planning	<ul style="list-style-type: none"> • Be an effective and contributing social policy team member. • In accordance with the Performance Development Planning and Review Policy, develop a Work Plan that aligns activities and tasks for delivery of the Disaster Resilience project and with WACOSS strategic priorities and operational plans. • Understand and promote the WACOSS Mission, Vision and Values.
Occupational health and safety	<ul style="list-style-type: none"> • Take reasonable care for own safety and health at work and avoid harming the safety and health of other people through any act or omission at work. WACOSS WHS information is available upon request.
Other duties	<ul style="list-style-type: none"> • Participate in organisational and other team meetings as scheduled. • Other tasks as appropriate, relevant and directed.

SELECTION CRITERIA:

Essential

Experience and knowledge

- Experience or strong understanding of emergency management, government policy, risk reduction, resilience, and recovery sector, including from the perspective of people with lived experience.
- Extensive experience in project/program development.
- Proven record of contemporary project management skills, including experience with project management tools and achieving project outcomes.
- Knowledge of current government and non-government social policies, including an understanding of issues impacting on the community services sector and community members.
- Experience managing multiple stakeholder relationships across public, private and community sectors and proven ability to manage a collaborative venture.
- Proven record of fostering and developing collaborative multi-sector partnerships.

Attributes and skills

- Excellent interpersonal skills and the ability to network and develop effective relationships with stakeholders.
- Highly developed written and verbal communication skills, including demonstrated ability to produce reports, submissions, and plans.
- Strong leadership and managerial skills.
- Ability to work well in a team environment and be a valuable and contributing member.
- Capacity to work in a fast-paced and changing work environment, including ability to use initiative, independent problem solving and attention to detail.
- Demonstrated ability to work within a community development framework.
- Excellent computer skills including the MS Office suite.

Other

- Relevant tertiary or training qualification
- Current Police Clearance
- Current driver's license
- An ability to support and operate within the WACOSS Mission, Vision and Values

Desirable

- Knowledge of the Western Australian emergency relief and charitable food sectors

Authorisation

This document is an accurate statement of the duties and responsibilities of this position.