



**Murrindindi**  
Shire Council

## **Position Description**

**Resilience Planning  
Officer  
(LEAP)**

Professionalism Integrity Accountability Empathy



## Murrindindi 2030 Vision

We are sustainable, vibrant and resilient.

We focus on growing our business opportunities.

Our communities are safe and connected, enjoying a healthy and productive lifestyle within our wonderful natural environment.

### POSITION TITLE

Resilience Planning Officer

### JOB NUMBER

454

### CLASSIFICATION

Murrindindi Council Enterprise Agreement  
Band 6

### GROUP

Assets & Environment

### DEPARTMENT

Governance & Risk

### APPROVED BY

Director Assets & Environment

### DATE

February 2025

## Position Overview and Objective

The Resilience Planning Officer is responsible for raising the resilience of small communities by helping them to identify and analyse their local risks, develop a Local Emergency Action Plans (LEAP) and by providing support to deliver actions that increase the community's ability to mitigate, avoid, withstand and/or recover from natural disasters.

The Resilience Project Officer will assist partnering Councils to increase their understanding of regional and local risks, emergency management planning and communication channels and build connections with community and emergency management networks.

The officer will work with communities to identify skills and knowledge gaps and collaborate with communities to develop local solutions including workshops and training to address gaps and enhance local capacity and capability.

### LEAP Project

The Local Emergency Action Plan (LEAP) Project is a partnership project between the municipalities of Mansfield and Murrindindi led by the Resilience Planning Officer.

The project will use a community development approach to raising awareness of local risks and develop Local Emergency Action Plans (LEAP) to mitigate, respond to and recover from emergencies in at-risk communities.

The LEAP project seeks to build upon the activities of the Municipal Emergency Management Planning Committees (MEMPCs) as well as resilience building programs and emergency management planning at State, regional and municipal levels.

The project will work towards building and improving the relationships between the partnering Councils for the purpose of them supporting each other if affected by a disaster.

## Key Responsibilities

- Use a community development approach to work with communities in Mansfield and Murrindindi shires to deliver the LEAP project.
- Work with partnering councils through the Project Control Team to prepare the Project Work Plan which sets out activities and timelines for the delivery of the LEAP project including attendance and contribution to the regular review of progress and any amendments as required.
- Develop community engagement plans as required, which identify existing engagement mechanisms and assist in the effective delivery of this project.
- Consult, collaborate, communicate and engage with internal and external stakeholders including communities, community groups and associated agencies to include them in the planning and implementation processes.
- Work with relevant council staff, other agencies and other key stakeholders to develop Local Emergency Action Plans.
- Build relationships with government agencies to assist with information and development of the LEAPs.
- Identify needs and deliver a number of community-based workshops which may include presentations by experts in their field to enhance community awareness and understanding in the context of emergency risk, response, and recovery.
- Undertake networking and research to identify funding opportunities.
- Assist community groups to apply for funding and provide information to community groups about funding opportunities.
- Manage and monitor project budget and prepare all reports and acquittals in accordance with the grant funding agreement.
- Ensure compliance with all staff code of conduct and policies, regulations and legislation in relation to area of responsibility and all locations of work (including relevant Murrindindi and Mansfield Shire Council Policies).
- Gain and apply knowledge of Council Plan, Principles of community development, Risk management processes and Victorian emergency management arrangements.
- Maintain strong working relationships with community groups, representatives from State and Federal government departments and agencies and Ministerial Offices to assist with the delivery of projects.

- Gain co-operation and develop networks with key staff groups, project owners and delivery managers within Council and relevant external organisations to prepare high quality funding submissions and applications.

## Organisational Relationship

|                         |   |
|-------------------------|---|
| Reports to:             | Coordinator Emergency Management and Business Continuity  |
| Supervises:             | Nil   |
| Internal Relationships: | Manger Governance and Risk<br>Executive and Senior Management teams<br>All Council business units   |
| External Relationships: | Mansfield Shire Council<br>Community groups and stakeholders<br>Emergency Management agencies<br>State and Federal Government departments |

## Key Selection Criteria

- Practical experience in liaising and working with a variety of community groups and external organisations, applying community development theory and practice, principles of community engagement, inclusion & participation and development of community led planning strategies.
- Project management skills and the ability to manage multiple projects with competing deadlines concurrently and work collaboratively across teams and municipalities.
- Strong people skills including knowledge and awareness of trauma informed relationship building and an ability to develop networks and bring communities together to respond to their local needs particularly in relation to emergencies.
- Experience with electronic systems, applications and software particularly for effective project management and community consultation work.
- Analytical, conceptual and problem-solving skills with a high degree of initiative and flexibility.
- Relevant tertiary qualifications and/or significant practical experience in community development or engagement within the emergency management sector.

## Essential Position Requirements

The following section outlines requirements specific to this job.

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| <b>Enterprise Agreement</b> Ordinary Hours and Days Clause 16.2 | "All" employee   |
| <b>Drivers Licence / Ability to travel</b>                      | Required to enable travel to different sites (including within and outside the municipality) to undertake the requirements of the role<br><br>The incumbent will need to travel and work at locations based in the Murrindindi, Mansfield and Strathbogie Councils areas.  |
| <b>Physical Requirements</b>                                    | Physical requirement associated with an office based role  |
| <b>Psychological Requirements</b>                               | All roles at Council have a public accountability and at times will be required to meet specified deadlines, general workload and completion demands and deal with some change that may be beyond the individual's personal control.<br><br>In addition, this role has exposure to dealing with difficult situations which may include high conflict situations, supporting those experiencing disadvantage or distress, exposure to aggressive or vulnerable persons, providing support or assistance to people impacted by natural disasters |
| <b>Checks</b>   | <b>Police / Criminal Record Check</b><br>Yes – on commencement and during employment by self-disclosure obligation.<br><br><b>Evidence of rights to work in Australia</b><br>Required<br><br><b>Working with Children Check</b><br>Required to perform role due to access to child related information   |
| <b>Matters relevant to the above checks</b>                     | Works with children / has access to child information  |
| <b>Information Technology Literacy</b>                          | Well-developed knowledge and experience in computer literacy, using Microsoft Suite and other computer programs relevant to the position.  |
| <b>Work location conditions</b>                                 | Hybrid - In accordance with Flexible Work Policy   |
| <b>Outside ordinary hours of work</b>                           | Ad hoc requirement for outside business hour or after hour work in accordance with business needs  |
| <b>Qualifications / Registrations / Licences / Memberships</b>  | As per key selection criteria  |

**Band 6**

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| Accountability and extent of authority | <ul style="list-style-type: none"> <li>• Manage resources and/or provide advice to or regulate clients</li> <li>• Provide input into the development of policy</li> <li>• Where supervising resources, follow clear objectives and/or budgets with frequent prior consultation with more senior employees and regular reporting to ensure goals and objectives are met.</li> <li>• Make decisions and act in regard to the quality or cost of the programs and projects being managed.</li> <li>• Where providing specialist advice to clients or to regulate clients, adhere to regulations and policies and regular supervision. The effect of decisions and actions may be significant but it is usually subject to appeal or review by more senior employees.</li> <li>• Provide formal input into policy development within area of expertise and/or management.</li> <li>• If the role is primarily involved in policy development, then work will include investigation and analysis with ability to act prescribed by a more senior position. The quality of the output can have a significant effect on the process of policy development.</li> </ul> |
| Judgment and decision making           | <ul style="list-style-type: none"> <li>• Undertake specialised work with methods, procedures and processes developed from theory or precedent.</li> <li>• Improve and/or develop methods and techniques based on previous experience. Solve problems by applying these techniques to new situations. Guidance and advice are usually available.</li> </ul>   |
| Specialist knowledge and skills        | <ul style="list-style-type: none"> <li>• Proficient in applying theoretical or scientific discipline, including the underlying principles (as distinct from the practices).</li> <li>• Understanding of the long term goals of the functional unit and the relevance of policies of both the unit and the wider organisation.</li> <li>• Familiarity with relevant budgeting techniques, particularly where resource management is a requirement of the role.</li> </ul>   |
| Management skills                      | <ul style="list-style-type: none"> <li>• Manage time, set priorities and plan and organise own work and that of supervised employees to achieve set and specific objectives.</li> <li>• Set objectives in the most efficient way possible within the resources available and within a set timetable.</li> <li>• Understand and implement basic human resource policies and practices including those related to equal employment opportunity, occupational health and safety and employees training and development.</li> </ul>  |
| Inter-personal skills                  | <ul style="list-style-type: none"> <li>• Gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees where appropriate.</li> <li>• Liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.</li> </ul>   |
| Qualifications and experience          | <ul style="list-style-type: none"> <li>• Degree or diploma course with some relevant experience.</li> <li>• May also have less formal qualifications with substantial relevant work skills</li> <li>• Or may have substantial relevant experience in the field of specialist expertise.</li> </ul>   |

**Murrindindi Shire Council acknowledges that Murrindindi Shire exists on Taungurung and Wurundjeri Woi-wurrung Country.**

**We hereby express our respect for the Taungurung people and the Wurundjeri Woi-wurrung people of the Kulin Nation as the Traditional Owners of the land that encompasses Murrindindi Shire.**

## Organisational Responsibilities

**Code of Conduct** - comply with and foster an environment where every employee can consistently meet the standards of behaviour that are outlined in the Code of Conduct. Report and address matters or concerns in a timely and appropriate manner.

**Values** – demonstrate and model Council’s values in all aspects of your role. These values are Professionalism, Integrity, Accountability and Empathy.

**Customer Service** – deliver excellent service at all levels including internal and external service delivery. Engage with customers and meet community expectations in ways that foster a positive experience and deliver services using simplified but effective processes.

**Diversity, Equity and Inclusion** – create a psychologically safe culture where everyone feels respected, heard, included and free to speak up.

**Safeguarding children, young people and vulnerable community members** – promote safeguarding actions, model expected behaviours, speak up and act, and foster communities that are safe and free from violence.

**Workplace Health, Safety and Wellbeing** – model and set expectations to ensure safe work practice and methods for all. Follow OHS policies and procedures, immediately report and take appropriate action regarding all hazards and incidents. Work in a manner that is safe for you or all others. Use personal protective equipment clothing or equipment (PPE), reduce risks and only perform safe tasks for which you are capable, competent, appropriately trained and where applicable licenced.

**Environment & Sustainability** – Champion sustainability and make associated behaviour changes that foster environmental protection and sustainability in all that Council does. Create positive impacts on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement.



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