

# **Position Description**

## RESILIENCE AND RECOVERY OFFICER

## **Alpine Shire Council's Values - ICARE**

Innovation | Collaboration | Accountability | Respect | Empowerment

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community.

### **Child Safety Commitment at Alpine Shire Council**

Alpine Shire Council is committed to being a child safe organisation. Every child and young person has the right to feel safe. All our employees have a shared responsibility to protect children and young people from harm and abuse. Alpine Shire Council has established policies, procedures and training to achieve these commitments.

### **Diversity & Inclusivity at Alpine Shire Council**

Alpine Shire Council is an Equal Opportunity employer. We value people of all abilities, people from culturally and/or linguistically diverse backgrounds and First Nations peoples. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

## POSITION OVERVIEW

The Resilience and Recovery Officer is responsible for assisting Alpine Shire Council and the Alpine Shire community in recovering from the impacts of 2026 Victorian Bushfires which started on 7 January 2026 (AGRN 1242). The impacts of this event include community, economic and organisational disruption.

The Resilience and Recovery Officer will assist in the delivery of initiatives which support recovery, build resilience and strengthen community and organisational capability and capacity during emergency events. This includes:

- Administer the delivery of activities that are approved for funding under the CSF or other state and federal programs that support recovery efforts related to the 2026 Victorian Bushfires.
- Provide support and advice on recovery and resilience to a variety of internal and external stakeholders, including community groups and other volunteer organisations.
- Participate in stakeholder liaison, administration, communications documentation and project reporting.

You will undertake key responsibilities in a professional, efficient and timely manner, and contribute to Council's aim of being a high performing organisation.

You will promote Alpine Shire Council as a customer focussed organisation at all times.

From time to time, you may be asked to provide support in delivering other community development initiatives that support key priorities of the Municipal Public Health and Wellbeing Plan as they relate to community resilience and recovery.

Alpine Shire Council is an Equal Opportunity employer. People with disability, people from culturally and/or linguistically diverse backgrounds and First Nations peoples are encouraged to apply for this position. We will provide reasonable adjustments throughout the recruitment process and in the workplace to support equal opportunities.

Learn more about Council through our 2040 Community Vision and Council Plan 2021-25 available on our website.

This is a temporary fixed term position funded by Council Support Fund (AGRN 1242) finishing 30 June 2028 or earlier should the project be completed sooner.

## CLASSIFICATION AND RELATIONSHIPS

<b>Classification:</b>	Band 5 Alpine Shire Council Enterprise Agreement
<b>Reports to:</b>	Manager Community Development
<b>Supervises:</b>	Nil

## KEY DUTIES AND RESPONSIBILITIES

In relation to the 2026 Victorian Bushfires:

- Assist in the delivery of community and organisational emergency recovery and resilience activities.
- Maintain positive working relationships with local community organisations and volunteer groups, including the Alpine Resilience Partnership, and support the delivery of resilience and recovery initiatives.
- Liaise with community groups and individuals impacted by the 2026 Victorian bushfires to gather information on recovery, preparedness and resilience needs, and provide feedback to relevant Council staff as required.
- Assist with the organisation and delivery of community events, initiatives and projects which support recovery, emergency preparedness and community resilience.
- Contribute to reviews of Council's emergency preparedness and response to the 2026 Victorian bushfires by providing information and supporting identified improvement actions.
- Participate in collaborative recovery and resilience activities with other local government organisations and agencies as directed.
- Assist with collecting and maintaining information to support monitoring and reporting on programs and initiatives funded through Council Support Fund AGRN 1242.
- Support the delivery of projects in accordance with approved timelines and budget allocations.
- Maintain accurate records and documentation to support reporting, funding acquittal and compliance requirements.

### **Accountability and extent of authority**

- Extent of authority is limited to matters described in the position description and subject to close supervision.
- Perform actions under the guidance of the Manager Community Development
- Duties are performed according to Council policies, procedures and guidelines.
- Guidance and advice are available from immediate supervisor or manager.
- Objectives of work are well defined with the particular method or process to be selected from a range of techniques, systems, equipment, methods or processes.
- The freedom to act is governed by relevant budgets, policies, standards and procedures with regular reporting to the to the Manager.
- Applies judgement and initiative to determine appropriate actions and responses within established guidelines and procedures.
- Ability to exercise discretion in the application of established standards and procedures.
- Authority to liaise with internal and external stakeholders to ensure accurate and up to date information is maintained in a timely manner.
- Support the accurate, effective, and efficient delivery of designated tasks relating to key responsibility areas.
- Continually review and improve work methods associated with this role.
- Contribute to policy / procedure development as it relates to emergency management, resilience and recovery.

- Demonstrate a responsibility for the care of their own health and that of others in the workplace.
- Ensure compliance with all staff code of conduct and policies, regulations and legislation in relation to area of responsibility. This includes following EEO, OHS requirements listed in respective policies to ensure a safe and healthy work environment.

## **Project Administration**

- In consultation with the Manager, prepare and deliver verbal and written reports as requested.
- In consultation with the Manager and other stakeholders implement and monitor a project plan.
- Monitor and provide advice on emerging and current community issues and proposed directions.
- Monitor and report program funding and expenditure.
- Other administrative duties as directed by Manager or supervisor.

## **Other Duties**

- During emergency event, undertake emergency management role as directed. For example, Emergency Management Liaison Officer (EMLO) or Emergency Relief Centre Coordinator (ERC Co)

## **Management Skills**

- Ability to use time efficiently and plan, prioritise and carry out necessary work to meet tight timelines using resources available.
- Proficient record keeping skills.
- Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required.
- Ability to exercise initiative in the performance of duties and work with minimal supervision.
- Ability to provide timely advice and recommendations to supervisor or manager
- Knowledge of and ability to implement Equal Employment Opportunity, Health, Safety and Risk policies and procedures relating to areas of supervision.

## **Interpersonal skills**

- Ability to build relationships to achieve good outcomes for community and Council.
- Ability to discuss, resolve conflicts and problems.
- Excellent written and verbal communication skills including ability to write reports and prepare external correspondence.
- Ability to communicate respectfully with internal and external stakeholders
- Ability to positively contribute to work cooperatively with members of a team.
- Ability to maintain confidentiality of information and advice.
- Display and promote a positive image of Council through appearance, attitude, and performance of tasks.
- A strong customer service focus.
- Display a punctual, reliable and positive approach to work

- Ability to support a positive work culture.

## EXPERTISE

### Qualifications and Experience

- Valid Driver's licence.
- Certificate IV in Community Development or in an appropriate discipline relevant to this role, with relevant work skills or experience.
- Experience in Local Government is desirable.
- Valid Victorian Working with Children Check.

### Specialist skills and knowledge

- Demonstrated knowledge of the roles and relationships between government departments, statutory authorities' not-for-profit agencies, community groups, and other relevant parties relative to the scope of this position
- Knowledge and understanding of principles of community recovery and resilience
- Ability to monitor and work to a budget
- Strong working knowledge of IT, in particular Microsoft Outlook, Excel and Word.
- Ability to provide detailed reporting

### Child safety

Alpine Shire Council is committed to being a child safe organisation and has zero tolerance for child abuse. Alpine Shire Council promotes the safety, wellbeing and inclusion of all children and young people, including those with a disability, those who are Aboriginal and Torres Strait Islander or those from refugee or migrant backgrounds. We take child protection very seriously. All employees are subject to screening and assessment against child safety standards, including rigorous background, identity, and reference checks.

It is the responsibility of every employee to familiarise themselves with the Child Safe Policy. Every employee should:

- Understand obligations and act in an appropriate manner with and around children and young people.
- Promote positive work practices with children and young people.
- Establish boundaries around acceptable and unacceptable behaviour in relation to children and young people.
- Adhere to reporting obligations where there is suspected or discovered child abuse.

## HEALTH, SAFETY AND RISK DUTIES AND RESPONSIBILITIES

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person
- Seek assistance when unsure of how to perform a task

- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives
- Regularly inspect your work environment for hazards
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor
- Support the return-to-work plan for any injured worker when returning to work
- Council Employees do not smoke in any workplace or when engaged in work related activities. Smoking is an issue for both Council and employees as it impacts on both the work and personal life of the smoker and other employees and in some cases the reputation of the Council

## PHYSICAL REQUIREMENTS

Daily work will be performed in an indoor environment, as such:

- You will be exposed to those conditions normally encountered in an indoor environment
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood
- The work environment may include uneven surfaces and up and down stairs.