

# Position Description

Position Title	Policy Advisor Emergency Management
Portfolio	Policy
Reports To	Policy Manager Emergency Management
Employment Type	Full-Time
Location	West Leederville

## Team Overview

The Emergency Management Team sits within the Policy Portfolio. The Team is responsible for providing support, advice, assistance, and representation with regard to government policy and legislation that impacts Local Government Emergency Management functions and responsibilities.

## Position Purpose

The Policy Advisor Emergency Management provides relevant, timely and high-quality advice, effective representation, events and tools that assist and build the capacity of Local Governments' emergency management activities.

## Key Accountabilities

Policy	<ul style="list-style-type: none"> <li>• Provide policy advice to Local Government and WALGA management.</li> <li>• Undertake research and analysis to develop policy positions and inform submissions.</li> <li>• Consult with members and liaise with key internal and external stakeholders to contribute to the development of WALGA policy positions and submissions on Commonwealth and State policy and legislation, within area of expertise.</li> <li>• Proactively identify current and emerging program-related issues; report and provide advice and potential options for consideration of the Policy Manager Emergency Management.</li> </ul>
Representation	<ul style="list-style-type: none"> <li>• Represent the interests of Local Government various committees and groups across WA, understand potential issues and matters arising from meetings and feed back to WALGA and key stakeholders.</li> <li>• Represent WALGA at various forums, committees and working groups.</li> </ul>

Funding	<ul style="list-style-type: none"> <li>Assist Local Government in accessing State and Commonwealth funding through the development of, and advocacy for new funding opportunities, and the promotion of funding opportunities as they arise.</li> </ul>
Coordination and communication	<ul style="list-style-type: none"> <li>Coordinate events, workshops and meetings that engage the sector and key emergency management stakeholders.</li> <li>Coordinate LG sector communication through the WALGA Emergency Management News and Emergency Management Network</li> </ul>
Administration	<ul style="list-style-type: none"> <li>Prepare correspondence, agenda items, reports, and website updates as required.</li> <li>Update and maintain accurate files, data and records information for the Customer Relationship Management (CRM) system and M-Files.</li> </ul>

## Key Relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> <li>Escalate issues, make suggestions and provide updates.</li> <li>Receive advice and report on progress towards business objectives and future directions.</li> <li>Provide expert advice and contribute to decision making.</li> <li>Identify emerging issues/risks and their implications and propose solutions.</li> </ul>
Senior Policy Advisor	<ul style="list-style-type: none"> <li>Report on progress towards business objectives, key projects and deliverables and discuss future directions.</li> <li>Seek guidance and support.</li> </ul>
Team	<ul style="list-style-type: none"> <li>Support a positive environment through teamwork, sharing knowledge and supporting colleagues.</li> </ul>
Stakeholders	<ul style="list-style-type: none"> <li>Provide expert advice on a range of project related issues and strategies.</li> <li>Optimise engagement to achieve defined outcomes.</li> <li>Manage expectations and resolve issues.</li> </ul>
External	

Stakeholders	<ul style="list-style-type: none"> <li>• Establish and maintain professional networks and relationships across other jurisdictions to maintain currency of issues, share ideas and learnings, and collaborate on common responses to emerging and/or developing issues.</li> <li>• Engage in, consult and negotiate the delivery and evaluation of projects and policy.</li> <li>• Manage expectations and resolve issues.</li> <li>• Communicate needs, facilitate routine business transactions.</li> <li>• Monitor, direct and address enquiries.</li> </ul>
Supplier/Service Providers and Consultants	<ul style="list-style-type: none"> <li>• Manage expectations and resolve issues with service providers.</li> <li>• Communicate needs, facilitate routine business transactions and resolve issues.</li> <li>• Negotiate and approve contracts and service agreements.</li> <li>• Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements.</li> </ul>

## Key Competencies

Knowledge and Experience	<ul style="list-style-type: none"> <li>• Knowledge of Local, State and Commonwealth Government structures, legislation and regulations relating to emergency management.</li> <li>• Good understanding of Local Government roles, responsibilities and decision making processes.</li> <li>• Knowledge of emergency management principles.</li> <li>• Demonstrated experience in research and analysis, policy development and project management.</li> <li>• Demonstrated experience in stakeholder relations.</li> <li>• Knowledge of grant funding processes, applications and acquittals. (Desirable)</li> <li>• Previous experience in Local Government or the Public Sector. (Desirable)</li> <li>• Previous experience in a member-based organisation. (Desirable)</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Excellent stakeholder management and engagement skills.</li> <li>• Comprehensive written and verbal communication skills.</li> <li>• Sound interpersonal skills.</li> <li>• Excellent time management skills with the ability to prioritise tasks and work to deadlines.</li> <li>• Adept at using Microsoft 365 applications as well as utilising web based applications and online tools.</li> <li>• Proven ability to actively participate in, and contribute to team outcomes.</li> <li>• Proven research, conceptual and analytical ability.</li> <li>• Ability to analyse policy and legislation.</li> </ul>

<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Set a tone of integrity and professionalism within WALGA and in dealings external to WALGA.</li> <li>• Willingness to travel to visit regional members and attend/ present at relevant intrastate meetings and conferences, and attend emergency incident related meetings on nominated weekends during the high threat bushfire season.</li> <li>• Guide and support others in collaborative efforts, fostering a culture of cooperation and teamwork.</li> <li>• Deliver on own commitments and accountabilities.</li> <li>• Use inclusive messaging and storytelling to influence diverse stakeholders.</li> <li>• Develop well-supported recommendations based on research findings, seeking support where needed.</li> <li>• Communicate WALGA's positions and interests to stakeholders.</li> <li>• Support a culture of continuous improvement and foster innovation in service delivery.</li> <li>• Show an awareness of the principles of Workplace Health &amp; Safety and apply them by taking care and being alert about issues in the workplace</li> <li>• Support a culture of openness regarding mental health and wellbeing, encouraging fellow employees to seek help when needed.</li> </ul>
<b>Values</b>	<p>Ability to demonstrate and apply WALGA's values.</p> <ul style="list-style-type: none"> <li>• <b>Respect</b> - We act honestly, with integrity and respect</li> <li>• <b>Excellence</b> - We strive for excellence and an environment of continuous improvement</li> <li>• <b>Accountability</b> - We take responsibility and work openly and transparently</li> <li>• <b>Collaboration</b> - We value strong relationships and partnerships</li> <li>• <b>Curiosity</b> - We encourage a spirit of enquiry, and an innovation mindset</li> </ul>