

Vacancy Local Manager Albany SES

Volunteer Opportunity

VOLUNTEER POSITION

Title: Local Manager – State Emergency Service (SES)

Location: Mercer Road, Walmsley, WA

Position No.: Albany SES Unit

Expressions of interest are invited from personnel wishing to be considered for this well-supported and rewarding opportunity.

About the role:

The Local Manager (LM) Albany SES is responsible for the efficient and effective management of the Albany SES Unit. This position works closely with the District Officer Natural Hazards Great Southern and the City of Albany to ensure the Unit is prepared for operational requirements. The LM is also encouraged to become a member of the Local Emergency Management Committee (LEMC) to contribute to the development of the local emergency management arrangements. The LM ensures the development of exercises and training to maintain response capabilities and promotes awareness campaigns within the community.

As the Local Manager for the Albany SES unit, you will be responsible for:

Management

- Managing the functions of the SES Unit
- Preparing the Unit Development Plan, including personal development of members
- Managing the assets, finances, volunteers and equipment of the Unit.
- Ensuring Unit compliance with DFES Policies and Doctrine
- Mentoring members in other leadership roles and identify succession planning opportunities
- Examining opportunities for development of the Unit through innovation
- Participating in regional management and development forums

Operations

- Ensuring the effective direction of Unit resources during operations

- Liaising with the Local Emergency Coordinator and other relevant services as required
- Ensuring the DFES ComCen and Regional Duty Coordinator (RDC), as appropriate, are informed of Unit activations and operations
- Ensuring Incident Reports are completed / submitted

Training

- Ensuring the Training Manager develops the Unit Training Program
- Approving the Unit Training Program

Emergency Management

- Participating as a member of the Local Emergency Management Committee (LEMC)
- Advising DFES on the Units operational capability
- Overseeing Unit community engagement activities and preparing the Unit for relevant Hazard Management Agency roles and responsibilities

Administration

- Ensuring Non-Operational Activity Reports (NOAR) and Incident Reporting System reports are completed / submitted in a timely manner
- Developing the annual budget submission in consultation with LG and DO
- Managing expenditure in accordance with the LGGGS process
- Maintain online consumables stock levels register
- Ensuring the Unit Asset Register is maintained and checked annually
- Overseeing Unit administration

Selection Criteria

Essential

- Strong communication and interpersonal skills including the ability to deal with people from a wide variety of backgrounds and influence stakeholders
- Demonstrated leadership skills
- Previous experience in developing and implementing policies and procedures

Desirable

- Completion of, or working toward, Unit Management Pathway
- Knowledge of the Department of Fire and Emergency Services
- Broad knowledge of the SES and its role
- Completion of the SES Local Manager Course
- Completion of Introduction to AIIMS and/or AIIMS 2017
- Completion of, or working toward, formal emergency management training
- Endorsed as a Level 1 Incident Controller
- Level 2 Operations Officer or working towards the qualification
- Experience in managing volunteers

To apply for this position please forward:

1. A maximum of 2 pages addressing the selection criteria
2. A recent copy of your current CV and
3. The names of two referees who can attest to your suitability for this role

This opportunity is open to volunteers and external applicants. You are encouraged to pass the details of this vacancy on to people who may be interested in applying.

Please email your application to: recruitment.greatsouthern@dfes.wa.gov.au with the position and your name in the subject line.

Close Date: 4.00pm Friday 19 May 2023

Note: Applications received after the closing date and verbal expressions of interest will NOT be accepted

For further information about the position contact District Officer Jonathan Boswell on 0427 005 114 or jonathan.boswell@dfes.wa.gov.au.