



**RUMBALARA**  
ABORIGINAL CO-OPERATIVE LTD.

<b>Position title</b>	Emergency Preparedness Coordinator
<b>Position number</b>	N/A
<b>Employment status</b>	Full time – Fixed Term for 12 months (However other employment opportunities may arise)
<b>Department</b>	Chief Operating Officer
<b>Location</b>	Archer St. Mooroopna
<b>Position reports to</b>	Manager Business Support
<b>Award</b>	Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020
<b>Classification</b>	Administrative Grade 6 - Above Award Wages

## ABOUT THE ORGANISATION

Rumbalara Aboriginal Cooperative (RAC) is recognised as a leader among Aboriginal community-controlled organisations, maintaining a high profile in the public and private sectors across research, consultancy, policy development, and partnerships. RAC operates in a culturally appropriate, sensitive, community-controlled environment that maintains a holistic approach to service provision and emphasises the importance of family and community.

RAC has been a resource, service provider and enabler of the Aboriginal and Torres Strait Islander communities of the Greater Shepparton region since 1980. RAC is a cooperative working to provide a range of supports and services including:

- Health and Wellbeing
- Positive Aging and Disability Services
- Justice and Community Services
- Asset and Infrastructure Services / Housing
- Engagement & Family Services
- Corporate Services

RAC has an annual budget of \$30 million and a workforce of approximately 300 people. RAC is a significant employer and economic contributor to the region and plays a high-profile leadership role as one of the larger Aboriginal organisations in Australia. RAC is committed to ensuring the Aboriginal people in the Goulburn Valley have certainty of access to community-controlled services.

## ROLE PURPOSE

As the Emergency Preparedness Coordinator, you will support and coordinate the development, implementation and review of organisation-wide Continuity, Emergency Management and Recovery, and Critical Incident initiatives.

You'll work proactively to support all stakeholders of Rumbalara, including Health and Safety Business Partners, HS representatives, emergency wardens and Critical Incident Team (CIT) members to effectively prepare for the potential impact of disasters, emergencies, incidents, and disruptive events. Managing accurate, reliable records and monitoring emergency and business continuity management compliance requirements will be key pillars of this role, as will be generating new initiatives and innovative solutions as part of our small, collaborative team.

This role requires a strong commitment to discretion and confidentiality. Moreover, it requires a high level of professionalism to offer top-tier support and guidance to senior internal staff and external partners associated with portfolio areas.

## KEY SELECTION CRITERIA

### Qualifications and Registrations:

- A relevant qualification with relevant experience or an equivalent combination of extensive relevant experience and/or education/training in one or more of: emergency management, business continuity management and/or critical incident management would be highly regarded.

### Knowledge and skills:

- Be of Aboriginal and/or Torres Strait Islander descent.
- Demonstrated experience working collaboratively as part of a small team to support a range of programs and initiatives, ideally in community organisation and/or a continuity, emergency management, recovery or critical incident context.
- Demonstrated experience supporting the development and/or implementation of continuity, emergency management, recovery and critical incident strategies and programs, and associated knowledge of key terminology and theory, industry best practice and legislation/standards.
- Proven ability to consult and influence stakeholders at different levels with a client-focused approach committed to delivering high-quality outcomes.

## KEY RESPONSIBILITIES

### Technical Capabilities

1. Provide guidance and subject matter expertise as needed and escalating or referring as appropriate, and in a timely manner.
2. Lead and contribute to the review, development and implementation continuity, emergency management and recovery frameworks, plans (including area specific operational plans) policy and procedure in consultation with internal stakeholders whilst incorporating risk management principles and practices throughout.
3. Coordinate events, training and administration as required and directed.
4. Support the coordination Rumbalara's CIT including the delivery of engagement activities, professional development for a diverse pool of staff from senior leaders to subject matter experts.
5. With a strong commitment to continuous improvement, work with the Business Support Manager, the Workplace Health and Safety Manager, the Flood Recovery Program staff and a wide range of stakeholders to identify opportunities for innovation across Rumbalara, and develop creative, industry best practice solutions in response.
6. Represent Rumbalara as a member or advisor on relevant groups (internal and external) as directed.
7. Support the delivery of community education and awareness programs as required.

8. Engage and facilitate post event analysis, debriefs and lessons learned for Rumbalara, including the ongoing development of continuous improvement strategies; maintaining knowledge of current legislation and guidelines; and resolving gaps in operational capacity and/or capability.

#### **Behavioural Capabilities**

9. Act at all times to protect the right of the clients, including culture, confidentiality, privacy, individual choice and decision-making.
10. Demonstrate commitment to the Co-operative's values and behaviours - serve the community, work together, act with integrity and respect other people (a copy of this is available to view).
11. Provide support and proactively engage with the clients and broader community.
12. Establish and maintain relationships with clients, community and Rumbalara staff and team members.
13. Resilient, with proven ability to manage ambiguity.
14. Self-motivated and able to anticipate team needs.
15. Strong interpersonal skills.
16. Strong communication and influencing skills.
17. Strong stakeholder engagement experience.
18. Enjoys working with different personalities and can adapt or accommodate others' working styles to get things done.

#### **Administrative Capabilities**

19. Attend staff meetings.
20. Submit accurate timesheets and claim forms (if applicable) in a timely manner.
21. Participate in service training programs as organised by Rumbalara and / or any other training to upgrade skills.
22. Ensure that all statistical data / record-keeping and other documentation are completed and forwarded on time.
23. Always follow correct policy and procedure directions.
24. Contribute to and support the organisation's systems and processes for managing safety, quality and risk; observe and report hazardous situations or behaviours.

### **EMPLOYMENT CONDITIONS**

- Proof of descent as an Aboriginal and/or Torres Strait Islander
- Have a current National Police Check
- Hold Valid Driver's License, without restriction
- Hold current Employee Working with Children's Check
- NDIS Worker Screening Check
- Covid Vaccination Certificate in accordance with the government guidelines
- All staff are required to sign a confidentiality agreement on appointment to the organisation
- Probationary / qualifying periods apply to all positions
- All staff are required to adhere to the Code of Conduct of the Co-operative (available to view)
- All staff are required to follow the policies and procedures to the department and the Co-operative (manuals are available to view)
- A commitment to equal opportunity and Occupational Health and Safety principles and practices is required
- Salary packaging is available to permanent part time and full-time staff
- Tenure of positions at RAC will be tied to existing contracted funding arrangements