

POSITION TITLE:	Project Officer – Safer Together Bushfire Resilience Project
AWARD CLASSIFICATION:	Victorian Local Authorities Award, 2001
BAND:	5 or 6 dependent upon experience and skills
DEPARTMENT:	Community Wellbeing & Support, Corporate & Community Services
LOCATION:	Beaufort
INCUMBENT:	Vacant
TERM OF TENURE:	Limited Tenure (up to 2 years) (0.60 FTE)
START DATE:	January 2025
COMPLETION DATE:	December 2027
APPROVED DATE:	
REVIEWED DATE:	December 2024
PREPARED BY:	Director Corporate and Community Services

COUNCIL VISION: Sustainable and welcoming places and natural environments that create inclusive, happy, healthy, and connected communities

MISSION: The role Pyrenees Shire Council will take to achieve our vision is to:

- Motivate and inspire community involvement
- Provide transparency and accountability
- Use resources efficiently and effectively

VALUES: Our leadership values are:

Service I will be part of the solution
I will strive to continuously improve how I work
I will do what I can to help get things done
I will do what I said I would do
I will treat all customers as equals

Integrity I will not walk past a standard that I want to uphold and keep
I will honour the commitments I make
I will do what is right, not what is easiest
I will be transparent and accountable in my decision making
I will be accountable for my actions and inactions

Respect I will be mindful of the impact that my words and actions have on others
I will strive to keep commitments
I will treat others as they deserve to be treated
I will encourage diverse opinions and perspectives, even when they challenge my own
I will include people in decisions that affect their work

The Pyrenees Shire Council is an equal opportunity employer

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Manager Community Wellbeing & Partnerships
Supervises:	Nil
Internal Liaison:	All Council staff. Will work closely with Community Development Team, the Emergency Management Coordinator, and the Environmental and Planning Departments.
External Liaison:	Community groups and members of the public. Government agencies with an emergency management focus such as DEECA (Department of Energy, Environment and Climate Action), CFA (Country Fire Authority), FFRV (Forest Fire Rescue Victoria), SES (State Emergency Services), MAV (Municipal Emergency Management), and educational organisations.

1. POSITION OBJECTIVES:

To deliver the 2025 Safer Together Project by:

- Working collaboratively with Council's Community Development and CFA Community Engagement teams to roll out 2025 program Emergencies Happen Toolkit / Fire Ready Guides to project towns that will link to further activities leading to developing community lead resilience planning for bushfire preparedness.
- Oversee and support the community / stakeholder sub-projects to ensure they are on target and budget for completion within the project timelines.
- Coordinate and facilitate the delivery of the community program – Firewise Resilient Building – mini expo in Beaufort 2025.
- To build relationships with agencies and communities through resilience-focused activities and outcomes, that link to this project outcomes.
- To further develop the CFA fire-wise garden planting sub-project to ensure completion within the project timelines.
- To oversee and monitor the project management tool: Basecamp.
- To complete Council and DEECA reporting obligations.

2. PROJECT OVERVIEW (28/14/50):

The project extends the former Bushfire Resilience Project into the impact zone from the Bayindeen Rocky Road 2024 bushfire. This will enable the Pyrenees Shire Council to continue critical work completed in Redbank, Lexton and Snake Valley and extend into other critical towns such as Amphitheatre, Landsborough, and Moonambel (and possibly Raglan). The project will improve on the current project with the Resilient Canopy Framework to create Community Resilience Plans (bushfire emergencies) in these towns.

The project intends to build the fire resilience of these towns using current tools, such as the Emergencies Happen Toolkit and holding localised Fire Ready Expos, as well as develop new tools that create firewise behaviour change in residential property owners through closing skill gaps identified in the former project. In particular, this will involve the development of two sub-projects related to upskilling residents in fire-wise landscaping and climate adaption / fire resilient retrofitting of existing homes and community-owned assets, such as halls.

Key deliverables include new print runs of the Emergencies Happen Toolkit with localised Fire Ready Guide; production, printing and distribution of the Fire-Wise Plans of the Pyrenees Guide; development and production of the fire-wise landscaping workshop modules as a companion piece to the Guide and the CFRA Landscaping brochure including training materials for future use by community organisations; and holding of a Fire-wise Resilient Building Expo in Beaufort in 2025.

2.1 PROJECT OBJECTIVES:

The project objectives are to:

- Foster a collaborative, multi-partner approach to bushfire risk reduction and building community resilience.
- Support local government authorities to take a place-based, community-centred approach to building community resilience to bushfires.
- Provide resources, support and connections to increase capacity and capability of local government authorities.
- Facilitate sharing and learning across local government authorities and partners across the state.

3. POSITION KEY SELECTION CRITERIA

3.1 Essential

- a) Demonstrated practical experience in local government community-focused work, social services, emergency management or natural resources, or other relevant discipline.
- b) Proven ability to effectively plan, organise and manage own time to achieve targets within set timeframes.
- c) Demonstrated project management skills and the ability to manage multiple projects with competing deadlines concurrently.
- d) Demonstrated practical experience in liaising and working with a variety of community groups and external organisations, ideally connected to community-led planning and activities.
- e) Excellent communication and interpersonal skills, including reporting and use of spreadsheets, databases, records management systems, and other software.
- f) Current driver's licence or appropriate ability to travel between townships as needed to complete the project.

3.2 Desirable or highly regarded

- a) Qualifications in social / community planning or community development or equivalent experience in community engagement and project delivery.
- b) Experience in emergency preparedness in rural communities.

4. KEY RESPONSIBILITIES & DUTIES:

4.1 Position Responsibilities

- a) Use a community development approach to work with communities in the Pyrenees Shire in building resilience against bushfires and grass fires.
- b) Develop and deliver community engagement activities to enhance community resilience that can be utilised in future action plans.
- c) Work with relevant council staff, agencies and community groups / members to develop community engagement tools, which will contribute to the successful delivery of this project.
- d) Build and maintain strong relationships among colleagues, government and emergency-related agencies, and community groups and members.
- e) Assist relevant council staff, agencies and key stakeholders to develop local plans / actions in emergency planning for the identified towns.
- f) Work with relevant council staff and agencies to develop coordinated bushfire risk planning days, to identify existing engagement mechanisms that may assist in the effective delivery of the project.
- g) Engage with internal and external stakeholders including communities, community groups and associated agencies to include them in the planning and implementation parts of the project.
- h) Facilitate stakeholders in the delivery of a number of community-based workshops which will include presentations by experts in their field to enhance community awareness and understanding in the context

- of bushfire resilience and climate adaption on private and public land.
- i) Ensure budget and outcomes of the project are meeting expectations by ensuring meetings are being facilitated by all working groups involved in the project.
 - j) Manage and monitor project budget and prepare all reports and funding acquittals in accordance with the grant funding agreement.
 - k) Assist in performing emergency management duties in the case of an emergency occurring.

4.2 Corporate Responsibilities

- a) Comply with Council policies and procedures that are relevant to the position, including compliance with legislative obligations and behavioural expectations relating to equality, non-discrimination, anti-bullying, privacy, and Council's Codes of Conduct.
- b) Efficient and effective utilisation of Council's resources, including the reporting of property damage, theft, or other losses immediately.
- c) All staff shall create full and accurate records of work-related decisions and activities; and save these records into the corporate electronic document management system in accordance with Council's Records or Information Management Policies.
- d) In the event that the Municipal Emergency Management Plan is enacted, employees may be called upon to assist with emergency related functions under the Emergency Management Act 2013, including the provision of emergency response, relief, and recovery services to our community.

4.3 Child Safe Standards

- a) Pyrenees Shire Council is committed to providing an environment that protects children and young people; where children and young people are respected, listened to, valued, and encouraged to reach their full potential.
- b) All staff must adhere to Council's Child Safety & Wellbeing Policy and Framework and ensure that any reasonable suspicion of abuse or serious neglect to children or young people is reported.

4.4 Risk Management and Occupational Health & Safety

All employees must:

- a) Take reasonable care for their own health, safety, and wellbeing; and for the health, safety, and wellbeing of anyone else who may be affected by their acts or omissions in the workplace.
- b) Cooperate and abide with all safe working procedures developed by the Pyrenees Shire Council and any other action taken by Council to comply with relevant occupational health & safety legislation or regulation.
- c) Actively participate in the identification and documentation of workplace hazards, and the development of safe working procedures.
- d) Actively encourage other employees to work safely.
- e) Ensure Council's risk management and OHS policies and procedures are observed and complied with at a personal level.
- f) Understand, apply, and encourage others to observe Council's risk management and OHS policies and related procedures.
- g) Ensure the physical security of all property, equipment, and buildings within your area of control or influence.
- h) Report any incident resulting in personal injury immediately.
- i) Actively reduce Council's risk exposure by reporting any issue that may result in an insurance claim (or lead to potential future injury or loss) including incidents, security issues, and all safety hazards and near misses.

5. REQUIRED COMPETENCIES

The Pyrenees Shire Council's Capabilities Framework defines the core skills and abilities of the position in the organisation to achieve excellence and success, and to deliver its Council Plan and strategic priorities:

LEVEL 1 – ALL STAFF		
Competencies	Expectations	Behaviours
Live PSC's Mission, Vision and Values	Be reflective and connect the purpose and practice of your work to the work of PSC. Link everything you do to the PSC's Mission, Vision and Values.	<ul style="list-style-type: none"> Understand, articulate and give expression to PSC's Mission, Vision and Values to others. Take pride in being trustworthy. Represent PSC's highest standards through respectful and ethical expression of the Council's Mission and the shaping of a hope-filled future. Deal with others in an open, honest and respectful manner that fosters trust.
Apply commercial acumen	Take action and complete tasks in compliance with your delegation of authority. Understand the context in which you carry out your day to day work and the contribution you make to the broader organisation.	<ul style="list-style-type: none"> Show understanding of how resources (time, materials, staffing, etc) link to outcomes. Work to achieve budget or control costs. Establish methods for staying in tune with industry trends. Understand the wider environment in which PSC operates by keeping up-to date with new developments. Be aware of the commercial aspects of PSC; including stakeholders, services and funding that contribute to the financial sustainability of PSC.
Adapt to and lead change	Understand that PSC needs to make changes and maintain effectiveness when experiencing change.	<ul style="list-style-type: none"> Think positively and remain open-minded even when faced with obstacles. Be resilient and flexible in approach to work. Think creatively when implementing change initiatives in the context of your work. Listen to the changes proposed, provide feedback and contribute to new solutions.
Deliver stakeholder centric service	Carry out personal actions and tasks with a stakeholder focus and community outcomes in mind.	<ul style="list-style-type: none"> Respond to requests for service in a timely and thorough manner. Do what is appropriate to ensure stakeholder expectations are met. Prioritise stakeholder needs. Follow up to evaluate stakeholder satisfaction.
Collaborate effectively	Cooperate and collaborate with others to achieve individual and team goals	<ul style="list-style-type: none"> Demonstrate high levels of personal engagement and inclusiveness amongst peers. Be visible and accessible to colleagues; communicate openly and widely to share information and knowledge. Be a team player; share information and see the benefits of working as a team. Keep others informed and up to date about what is happening.
Communicate with impact	Communicate clearly based on facts and logic; listen and respond appropriately to others.	<ul style="list-style-type: none"> Provide accurate and timely information in the right amounts to others to support their work. Convey facts, concepts and technical information clearly and concisely, using terms that most people can understand. Pay attention and listen to others, taking time to build rapport. Demonstrate respect for others and how they are feeling.

LEVEL 1 – ALL STAFF		
Competencies	Expectations	Behaviours
Coach and develop	Take responsibility for one’s own personal growth and skill development and actively seek out opportunities for learning and self-improvement.	<ul style="list-style-type: none"> • Be personally committed to and actively work to continuously improve yourself. • Understand that different situations and levels may call for different skills and approaches. • Work to deploy strengths and compensate for weaknesses and limitations. • Seek out opportunities for personal growth and development.
Be responsible and accountable for achieving excellence	Be Mission-aligned and responsible for delivering results through self-examination, perseverance, adhering to regulatory obligations and applying policies and procedures that inform the legal and risk responsibilities of one’s role.	<ul style="list-style-type: none"> • Maintain the practice of self-reflection and renewal; examining and nourishing self upon the core values of the Mission, Vision and Values of PSC. • Be accountable to identify and connect legal and risk responsibilities back to your role and know where to find the relevant policies and procedures, particularly the PSC Code of Conduct. • Fulfil all commitments made to peers, co-workers, supervisors and customers; take personal responsibility and accountability of your work and seeing efforts through to completion. Be honest about mistakes. • Persist with assigned roles and tasks until completion, while seeking support when required.
Know PSC work processes and systems	Confidently use PSC’s processes and systems to efficiently carry out day-to-day work.	<ul style="list-style-type: none"> • Demonstrate use of core office applications and other technologies in use in your field of work; ensure the accuracy of data entry and output in support of accurate and timely reporting. • Use computer, telecommunications and audio-visual equipment or other technologies used by the organisation in relation to your work. • Accept responsibility for own performance to deliver work activities on time and to the required standard in agreement with your nominated supervisor. • Understand the steps in work flow to achieve outcomes that appropriately utilise available systems and procedures.
Make informed decisions	Identify and utilise key data and information available within PSC to make informed decisions.	<ul style="list-style-type: none"> • Demonstrate a sound understanding of PSC (business) functions, terminology and processes. • Have knowledge and awareness of relevant information sources to aid research and analysis. • Be bold and express your opinion that is based on fact in order to aid team decisions and discussions. • Employ a methodical and logical approach when analysing information to make informed conclusions and decisions that are based on fact.

6. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- a) The freedom to act is limited by the specific project parameters, and by service standards and procedures.
- b) Responsible for timely, accurate and efficient production of resources, reports and other documentation.
- c) Responsible for the delivery of documented project outcomes in collaboration with council staff, agencies, and community.

7. JUDGEMENT AND DECISION-MAKING

- a) Use judgement appropriate within the level of experience and skills, provided that these are within delegated authority and legislative requirements, with complex matters being referred to the Manager Community Wellbeing & Development.
- b) Ability to develop options, solve problems and have the capacity to recognise issues, research them and advise.
- c) Assist with preparing appropriate action plans, policies and strategies, and manage their implementation.
- d) Experience in the planning and implementation within the community emergency risk management and/or emergency management environment.
- e) Ability to liaise and negotiate with stakeholders on diverse and complex issues to achieve resolution or consensus.

8. INTERPERSONAL SKILLS

- a) High level interpersonal and oral communication skills, including the ability to develop partnerships and work collaboratively with staff, diverse community groups, individuals and other agencies.
- b) Interpersonal skills shall be used in the context of: facilitation, influencing and negotiation; community interactions, building community relations, and oral / written communication.
- c) Capacity to gain cooperation and assistance from members of the public and other employees in the administration of programs and activities.
- d) Ability manage conflict and successfully deal with difficult internal and external situations and customers.
- e) The ability to liaise with their counterparts in other organisations to discuss specialist matters and with other employees within the Council to resolve intra-organisational problems.
- f) A strong work ethic with the ability to work independently with minimum supervision.
- g) Commitment to exemplary customer service and continuous improvement.

9. MANAGEMENT SKILLS

- a) Ability to plan and program the implementation of projects and activities having regard to resources and timelines.
- b) Ability to embrace, lead, and implement change.
- c) Ability to coordinate and manage meetings.
- d) Ability to develop and maintain community and stakeholder relationships to achieve agreed outcomes.
- e) A proven ability to work without supervision and to meet timelines.
- f) Application of problem-solving skills and the ability to reach satisfactory outcomes on difficult issues.

10. SPECIALIST KNOWLEDGE AND SKILLS

- a) Proven ability to communicate and collaborate effectively with a wide range of stakeholders.
- b) High capability in project management.
- c) Experience in community-focused project work, emergency management or bushfire resilience.
- d) Excellent communication and interpersonal skills.

11. QUALIFICATIONS AND EXPERIENCE

- a) Relevant qualifications and/or experience in a community-focused engagement and project development role, ideally with an environmental or emergency management emphasis.
- b) Demonstrated experience in project delivery within mandated timelines and budget.
- c) Demonstrated experience in community engagement and collaboration to support the delivery of defined objectives.
- d) Excellent communication and interpersonal skills, including reporting and the use of digital tools to manage workflows and communications.
- e) A current driver's licence or the ability to travel between locations is essential.

12. AUTHORISATION

The following signatures are required to indicate understanding, agreement, and approval of the position description. This position description is current at the date of issue and is subject to review at least annually, in collaboration with the employee.

Employee signature: _____ Employee name: _____ Date: _____	Supervisor signature: _____ Supervisor name: _____ Date: _____
CEO signature: _____ <i>Jim Nolan</i>	Manager People & Culture signature: _____ <i>Norman Prueter</i>
Date: _____	Date: _____