

Position Title	Secretarial Support Emergency Management Norfolk Island
Position Number	New Position
Division	Infrastructure Services
Branch	EMNI – Emergency Management Norfolk Island
Salary Level	Level 4.1
Reports to	Manager Infrastructure Services

Position Objectives

- To assist the controller in ensuring smooth operation of emergency management activities and providing the required essential support during crisis.

Key Accountabilities

- Assist the controller in updating of the NORDISPLAN, response plans, standard operating procedures.
- Perform an administrative role in assisting with the co-ordination and management of Norfolk Island Emergency Management Services.
- Source stakeholder engagement through various communication channels.
- Distribute approved media through appropriate channels including NIRC website and social media platforms.
- Maintain and develop templates and contact lists for communications.
- In case of declaration of state emergency, this position will work closely with the Emergency Controller (EC), Incident Controller (IC) and the Emergency Management and Incident Management Teams (EMT/IMT).
- Meeting scheduling and minute taking.
- Preparation of appointments.
- Liaising with functional service coordinators.
- Assisting the committee during times of emergencies.
- General office duties.
- Other ad hoc tasks that maybe assigned from time to time.

Competencies

- Provide administrative support to the Emergency Management team members as well as other Council officers
- Demonstrated capacity to take initiative
- Demonstrated ability to work independently and in a small team
- High level interpersonal and communications skills
- Ability to be flexible, adaptive, and proactive, and agile to the changing needs of EMNI
- Proficient planning, organising, time management and problem-solving skills
- Proficiency in office software (e.g.: Microsoft Office suite).

Qualifications

- Experience in communication planning
- Proficient quality writing skills

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| <ul style="list-style-type: none">• Previous experience in similar administrative or secretarial support role |
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Acknowledgement

<p>This position description and associated information is not to be considered as a comprehensive, complete and /or exhaustive list of responsibilities and accountabilities, it is indicative of the position only. The position incumbent must be aware that their role and position are dynamic. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at Norfolk Island Regional Council. People and positions develop over time and this position description is intended to facilitate this, as a living document, where your active involvement is a critical element. It is highlighted that this position is a member of a team. As such the incumbent is expected to learn the roles and duties of others in the team and to help other team members when required, to guarantee quality outcomes.</p>
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Date Authorised

November 2024
