WAIMAKARIRI
DISTRICT COUNCIL

# Position Description

**Position Title**

## Emergency Management Coordinator

**Location**

Rangiora Service Centre

**Department**

Strategy, Engagement, Economic Development

**Contract Type**

Permanent

**Unit**

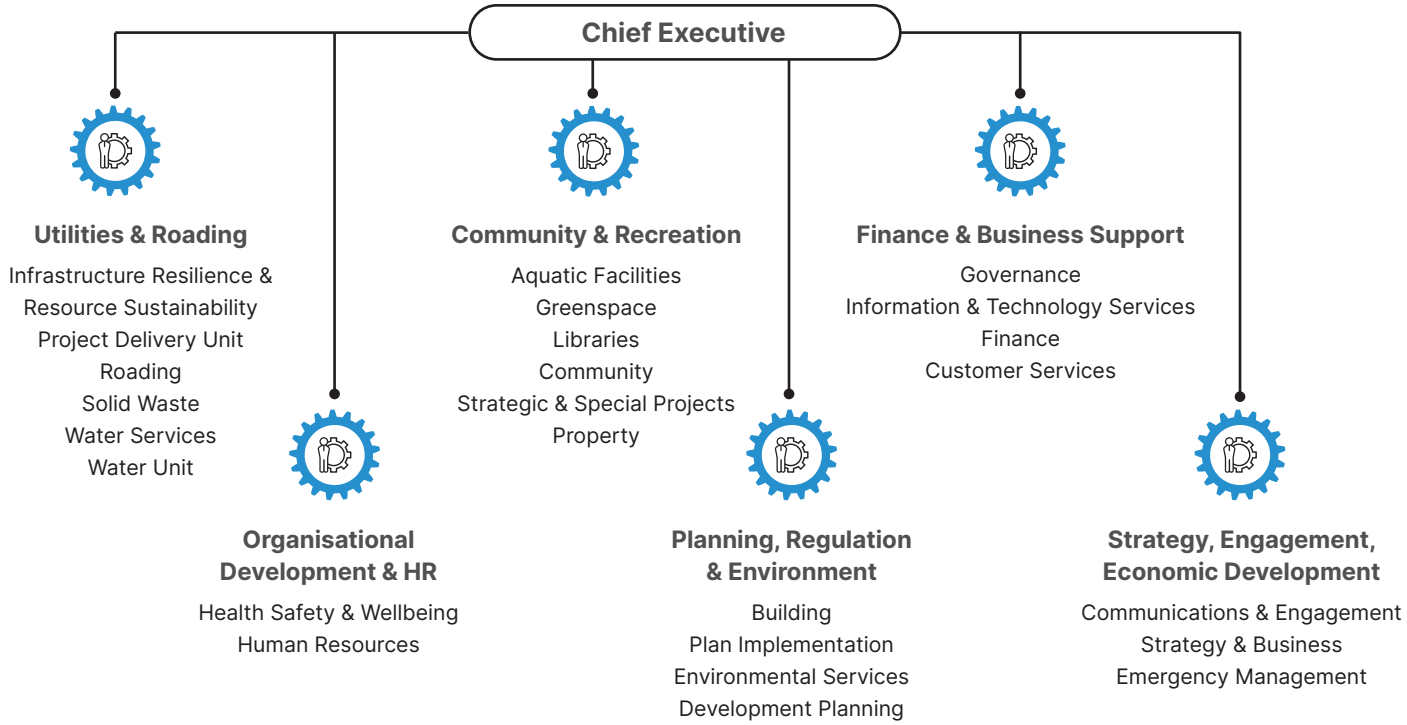
Civil Defence Emergency Management

**Date**

October 2026

**Team**

## Organisation Context



# Tā mātou mauri

## Our principles

| | | | |
|---|---|---|---|
| **Our purpose** | To make Waimakariri a great place to be, in partnership with our communities. | | |
| **Our vision** | We are a respectful, progressive team delivering value for our customers. | | |
| **Our values** | We will... | | |
| | Act with integrity, honesty and trust | Keep you informed | |
| | Do better every day | Take responsibility | Work with you and each other |
| **Our customer promise** | We will be professional, approachable and solutions-focused. | | |

# Position Details

## Purpose of Position

The Emergency Management Coordinator will provide support to the implementation of the Council's Emergency Management (EM) activities. The Emergency Management Coordinator will support the functions of the Emergency Management Office (EMO) to ensure:

- our organisation and communities are resilient in the context of emergency events
- our risks are known and managed appropriately
- our plans are appropriate for the EM hazards and risks we face
- our communities are aware of our EM hazards and risks and enabled to prepare appropriately
- our staff and volunteers are supported in EM response and recovery roles
- our emergency response and recovery capabilities are effective
- our EM facilities and equipment resources are available and well maintained
- we are well-connected with key and relevant stakeholders

## Key Relationships

**Responsible to**

Manager of Emergency Management

**Responsible for**

Nil

**Internal**

Emergency Management Office (EMO)
GM, Strategy, Engagement and Economic Development
Other council teams
EM Controllers and Recovery Managers
EM Volunteers

**External**

Canterbury Emergency Management Committee Office and member agencies
National Emergency Management Agency (NEMA)
Emergency services and other partner agencies

**Is there an approved delegated authority for this role?** ☑ Yes ☐ No

**If yes**, state limit for role **$:** 1000

**If yes**, is this role responsible for that budget? ☑ Yes ☐ No

**Vetting Requirement (contact HR for further advice as required)**

*Under the NZ Police vetting criteria, thorough vetting is required to safeguard communities by assessing the backgrounds of individuals who work with vulnerable populations.*

This role provides care/protection/education/training to vulnerable members of society such as children, young people, elderly and/or disabled. ☑ Yes ☐ No

**If yes**, does this role fall under the Children's Act 2014? ☐ Yes ☑ No

**If yes**, this position has been identified as:

*Vetting under the Children's Act 2014 is necessary to ensure the safety and well-being of children by thoroughly assessing individuals who work with them.*

## Key Result Areas

| **KPI** (area of responsibility) | **Measure** (successful when) |
|---|---|
| Technical / emergency management skills and experience | Awareness and knowledge of emergency management with the willingness to develop these skills.<br>A good understanding of the Microsoft suite and ability to manage and maintain emergency management processes and procedures in Council systems.<br>Carries out EMO administration duties and contributes to the success of the work programme by leading or supporting specific activities. |
| Community resilience (Volunteers and community events) | Supports the EM Advisors to successfully recruit, induct and report on volunteer status to ensure effective management of our volunteer pool.<br>Supports the EM Advisors in coordinating and running training including - organising resources, venues and attendance.<br>Working closely with the EM Advisor and Communications and Engagement team on projects and initiatives to raise community capability. |
| Stakeholder management and engagement | Maintains strong working relationships with team, manager, council staff, EM partners, EM volunteers and the community.<br><br>Establishes awareness of community partners and relevant agencies the EMO works closely with to raise visibility. |
| Response Capability | Ability to assist in emergency events as required - Providing coordination support to the EMO, Emergency Management Team and EOC utilising the connections built internally and externally with agencies.<br><br>Supports Response and Recovery functions during and following events. |
| Resource management and coordination | Ensures critical response equipment and resources are maintained, updated and ready for use at all times.<br><br>Coordination of EM resources, inventory is maintained and refreshed as required.<br><br>Assist with internal management of EOC resources - Skeleton crew and pool of staff to ensure the continuation resilience. |

# Person Specification

**Education/Qualifications**

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| Minimum requirement for the role: | National Certificate Level 4<br>Trade/occupation-related certificate or equivalent (please specify) |
| Specifications and/or further information: | - Full New Zealand driver's licence is required.<br>- Academic qualification at National Certificate level or higher in administration, logistics management, emergency management, disaster risk reduction or climate adaptation is desirable. |

**Knowledge/Experience**

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| Minimum requirement for the role: | 2-3 years<br>Required to draw on skills and experience related to specific activities, equipment, or work practices. |
| Further information: | - Previous work experience in the emergency management sector is desirable<br>- Documented evidence of planning, organizing and conducting events involving a wide range of people using a range of software including Microsoft.<br>- previous experience at linking strategic direction to operational outcomes. |

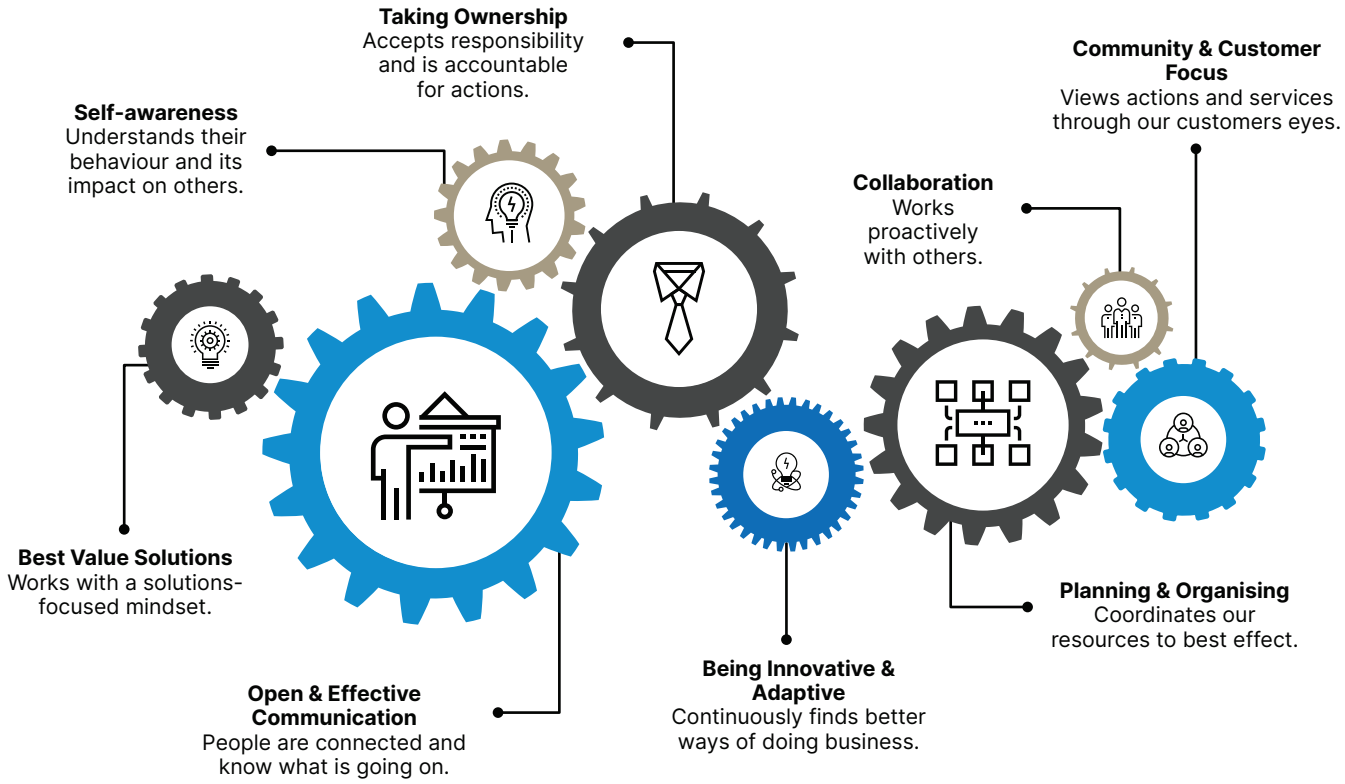
**Attributes**

- High levels of honesty, integrity, confidentiality and a trustworthy manner
- Capable of working independently and self-motivated to achieve high quality results in a changing environment.
- Effective time management and organisational skills.
- An ability to work effectively with others.
- Reflect on own performance and seek support as required/ growth mindset/ looks for innovation and improvement

**Skills**

- Excellent at communication (adapts communication for target audience, is respectful and accurate).
- Good at relationship management (seeks opportunities to work collaboratively with other teams and organisations, shares ideas, acknowledges and respects the role of Ngai Tuahuriri in decision making).
- Adept computer skills (Microsoft suite).
- Understands the principles of the Treaty of Waitangi and has an appreciation of tikanga Māori.
- Ability to engage with a multitude of audiences

# Core Competencies




## Key Requirements for all Council Staff

- ✓ Embrace principles contained in Tā Mātou Mauri, model the Council's values and continuously seek self-improvement regarding our core competencies.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in disaster recovery and business continuity planning.
- ✓ Take reasonable care for the health and safety of yourself and others at the WDC (including visitors, volunteers, contractors, and general public). Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents in the workplace are reported.
- ✓ Manage information of all activities within the Council's corporate business and information systems according to information management policies and procedures.
- ✓ Ensure that proper account of tikanga Māori and the Treaty of Waitangi is taken in all activities.
- ✓ Maintain an effective partnership with mana whenua as provided for in our agreements and understandings between Council and Te Ngāi Tūāhuriri Rūnanga.

## Amendments to Position Description

From time to time it may be necessary to consider changes in the Position Description in response to the changing nature of our work environment – including technological requirements or statutory changes.

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|---|---|---|---|
| **Position Description approved by** | Elena Gessler | **Date** | October 2026 |