



NEW ZEALAND  
**RED CROSS**  
RIPEKA WHEREO AOTEAROA

## POSITION DESCRIPTION

**Be part of our mission:**

*To improve the lives of vulnerable people  
by mobilising the power of humanity  
and enhancing community resilience.*

To find out more about our kaupapa, and what we stand for, visit [redcross.org.nz](https://redcross.org.nz)

**Job Title:** **Area Coordination and Planning Lead**  
**Group:** **Emergency Management and International**  
**Location:** **Westcoast/Nelson/Tasman**  
**Reports to:** **Director Coordination and Planning**  
**Position status:** **Permanent, Full-time**  
**Version date:** 23 September 2022

### OUR PURPOSE

New Zealand Red Cross (NZRC) has always been about good people doing good things. We're part of the world's largest humanitarian network, helping vulnerable people and those affected by disaster and conflicts. We've been working in New Zealand for more than a century and today you'll find us lending a hand in communities throughout Aotearoa New Zealand – we're here for good.

### DIVERSITY AND INCLUSION

We are committed to providing an environment where all people feel welcomed, valued and seen in their identities.

### THE TREATY OF WAITANGI

New Zealand Red Cross is working towards understanding our obligations under the Te Tiriti o Waitangi principles. New Zealand Red Cross engagement with Te Tiriti o Waitangi is recognised as ethical best practice in relation to the application of the Red Cross Fundamental Principles and the desire of New Zealand Red Cross people to build meaningful relationships with Māori as tāngata whenua.

## WHAT WE STAND FOR

The Red Cross Fundamental Principles guide all we do, whether we're helping people in New Zealand communities or providing urgent relief in an international disaster.

## ABOUT THE GROUP

### Emergency Management and International

The Emergency Management and International Group provides operational support domestically and internationally. Within Aotearoa we work to strengthen community resilience and disaster preparedness, we support communities when disasters occur by deploying emergency response volunteers, and we provide psychosocial support to assist communities to recover from disasters. Our International Operations directorate provides support to communities affected by emergencies and conflict all over the world. This is done by sending experts in particular areas, to support emergency responses, training and advice in areas such as first aid, communication, and disaster preparedness. Our Restoring Family Links programme helps families living in Aotearoa to reconnect with missing loved ones overseas following separation due to war or major disaster.

## POSITION PURPOSE

To work with internal and external stakeholders to ensure effective operational service delivery, interconnectedness and connectivity across the organisation.

## KEY RESPONSIBILITIES

### Leadership

- Provide thought leadership regarding local emergency management and international planning.
- Support the recruitment and onboarding of local Red Cross people and ensuring key information is up to date and recorded in the correct systems.

### Coordination and Management

- Be the regional subject matter expertise in planning and coordination.
- Plan and coordinate area service activities in consultation with internal stakeholders undertaking monitoring, reporting and evaluation activities as required. Work with local stakeholders to capture, lessons.
- Oversee facilities/asset management and procurement activity in the area.
- Coordinate audits of capability, assets and standards and implement capability/performance enhancement plans to achieve required standards
- Provide day-to-day task allocation for the support team within their respective areas.

### Operational Support

- Undertake Duty Manager responsibilities when rostered.
- Collate information about performance and community needs.
- Identify opportunities to meet the needs of affected communities and to build the capacity of New Zealand Red Cross to support communities across reduction, readiness, response and recovery (4Rs).
- Develop organisational planning processes and support their use in the areas as part of the centralised EMI planning function.
- Facilitate local campaigns to improve preparedness of RC people and local communities

- Develop and manage training framework and competency requirements.
- Facilitate local NZRC Business Continuity Planning in the region.
- Provide SME guidance on EMI specific functions areas i.e. logistics, intelligence, capability management etc, as appropriate.
- Identify local hazards, risks, strengths, relationships, and capabilities relevant to NZRC work in EMI.

### **Relationship Management**

- Be a conduit for internal and external stakeholder relationship management.
- Work across the various business units to ensure our role in EMI is clear about expectations before during and following an emergency.

### **Other**

- Undertake other duties as required to promote the efficient and effective running of EMI Group.
- Any other duties required by their manager.

## **HEALTH SAFETY AND WELLBEING**

- Proactively ensure your actions or omissions do not adversely affect the Health, Safety and Wellbeing (HSW) of yourself or others.
- Participate in HSW induction, training, programmes and activities.
- Follow all reasonable instructions to comply with HSW legislation and regulations.
- Follow NZRC HSW policies, standards and procedures.
- Do not undertake any activities you are not adequately trained for.
- Use designated personal protective equipment (PPE) for specific work activities.
- Report hazards/risks, incidents and near misses as soon as possible after the event.

## **RELATIONSHIPS**

### **Internal**

- Director Coordination and Planning
- Other Coordination and Planning staff
- Emergency Management and international colleagues
- Red Cross people

### **External**

- Potential volunteers (groups and individuals)
- Local and regional CDEM groups
- Funders/ Suppliers
- Other domestic emergency management lead and support agencies

## **STAFF**

### **Direct**

Nil

### **Indirect**

Nil

## **PERSON SPECIFICATION**

### **Knowledge**

- Knowledge of disaster and emergency management the National CDEM Plan and other related guidelines including CIMS.
- Understanding of disaster risk reduction.

- Understanding of, and a commitment to, Te Tiriti o Waitangi.

### **Qualifications and/or Experience**

- A tertiary qualification in EM or planning related disciplines or similar, or relevant experience.
- Two years' working experience in disaster management or equivalent relevant experience.
- Experience in a complex and dynamic operating environment, including the ability to capture and analyse data.
- Proven experience in collecting and interpreting data to take actionable steps to improve performance or meet goals.
- Comfortable using a range of technology for collaboration and presenting information.
- Proven knowledge and experience in project planning, monitoring and evaluation.

### **Skills and other attributes**

- Able to manage conflict and proactively de-escalate challenging circumstances during a crisis and build and maintain positive relationships, with a broad range of people.
- Resilience to lead proactively through ambiguity and change.
- Proven ability to quickly build strong relationships and trust with people and organisations from diverse backgrounds.
- Demonstrated ability to operate and contribute at a strategic level.
- Proven ability to quickly build strong relationships and trust with people and organisations from diverse backgrounds.
- Empathy with humanitarian causes.
- Enthusiasm and commitment to working as a team member of Red Cross.
- A commitment to the Fundamental Principles of the Red Cross Red Crescent Movement is imperative.

### **TRAVEL**

The appointee may be required to undertake travel for this role.

### **DRIVER LICENCE**

A current car driver licence is required for this role.

### **DELEGATIONS**

Financial: Tier 4

Employment: Nil

### **NOTE**

This job description is not intended as an exhaustive list of duties and responsibilities. The job is expected to evolve and change, and New Zealand Red Cross may amend this job description after consultation with the job holder.