



NEW ZEALAND
RED CROSS
RIPEKA WHERO 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.

Job Title: Emergency Management Officer
Group: Emergency Management and International
Location: Christchurch (preferred)
Reports to: Director Domestic Operations
Position status: Permanent Full – Time
Version date: 15 March 2023

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

This role is responsible for implementing domestic emergency management activities to support communities, ensuring that New Zealand Red Cross can support communities and our partners in response to a disaster or other shock or stress.

This includes providing leadership, support, and direction to New Zealand Red Cross' people to ensure they are prepared across the 4 Rs (reduction, readiness, response and recovery) working closely with our partner agencies across the Civil Defence Emergency Management sector in preparation for response and taking the lead in New Zealand Red Cross' response to disaster in New Zealand.

KEY RESPONSIBILITIES

Leadership

- Leadership, support, and direction to New Zealand Red Cross people to ensure preparedness across reduction, readiness, response, and recovery (4Rs).
- Provide strong leadership, coaching, advice, guidance, and support to regional and local Red Cross people to ensure they are prepared to provide an effective response in the event of a disaster or other shock or stress in New Zealand, including ensuring adequate resources, training and equipment are provided.

Coordination and Management

- Ensure local and regional Red Cross people and equipment are deployable, competent and in a state of readiness.
- Ensure there are opportunities throughout the year for emergency management volunteers and other New Zealand Red Cross people to practise welfare activities and strengthen their capability and relationships, through regular training and exercising.
- Ensure that lessons are effectively captured and communicated to the planning function to support continuous improvement.
- Working closely with the fellow Emergency Management and International colleagues, ensure adequate capacity amongst local staff and members to coordinate disaster response, including fulfilling logistics, planning and operations roles in an Emergency Operations Centre

Operational Support

- Lead New Zealand Red Cross' response to a disaster or other shock or stress in the relevant geographic area, including directing and supporting New Zealand Red Cross teams, and being rostered as a Duty Manager as required.
- Oversee New Zealand Red Cross' participation in community events related to DRR, including through the provision of disaster readiness, response and/or recovery information and support, Event First Aid and/or recruitment, promotional or fundraising opportunities.

Relationship Management

- Work closely with local and group level Civil Defence Emergency Management (CDEM) groups and other emergency management agencies to ensure a coordinated approach to disaster preparedness and response.
- Identify opportunities to meet the needs of disaster-impacted people and to build the capacity of New Zealand Red Cross to work with CDEM sector to support communities following a disaster or other shock or stress. This could include participation in sectorial meetings, exercises, and support to local and regional disaster readiness.

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 Domestic Operations
- Area Coordination and Planning Leads
- Emergency Management and international colleagues
- Red Cross Emergency management people
- All other Red Cross people

External

- Local and regional CDEM groups
- Other domestic emergency management lead and support agencies

STAFF

Direct

Nil

Indirect

DWST volunteers

PERSON SPECIFICATION

Knowledge

- Knowledge of disaster and emergency management
- Understanding of disaster risk reduction
- Understanding of tikanga and the relevance of the Treaty of Waitangi to the work being undertaken

Qualifications and/or experience

- A qualification in Emergency Management or Disaster Risk Reduction or similar, or relevant experience.
- At least three years' experience of leading, supporting, coaching, recruiting, and training volunteers.
- At least three years' experience or working in an emergency management context, whether in disaster readiness/resilience, response, or recovery

Skills and other attributes

- Excellent communication and interpersonal skills
- Ability to work with people for diverse backgrounds.
- Ability to thrive under pressure.
- Empathy with humanitarian causes
- Be enthusiastic and commit to work as a team member of Red Cross.
- A commitment to the Fundamental Principle of the International Red Cross Movement is imperative.

DRIVERS' LICENCE

A current car drivers' licence is required for this role.

DELEGATIONS

Financial: Tier 4

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.