

Emergency Management Coordinator

Reference Guide – RG.1.093



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1. Purpose of the Role

Emergency Management Coordinators (EMCs) are responsible for coordinating the commitment and implementation of continuous improvement initiatives to enhance the resilience of local communities and agencies within their region, through adopting a consistent risk management approach in the provision of quality disaster management training, expert advice, capability building, response and support to the Queensland Disaster Management framework and stakeholders in all emergency phases – Prevention, Preparedness, Response and Recovery (PPRR).

2. Key Accountabilities

EMCs provide key frontline services through a variety of work, including, but not limited to:

- Incorporating risk management principles and practices in the delivery of:
 - emergency management planning, review and assessments
 - the development and maintenance of disaster management plans
 - delivery of Queensland Disaster Management Training Framework
 - other emergency management training to relevant stakeholders.
- Representing Queensland Fire and Emergency Services (QFES) as a member or advisor of disaster management groups.
- Contributing to whole of government response coordination functions, including the provision of advice on emergency management planning arrangements and operational response activities.
- Engaging with senior staff from local government, other Government agencies, authorities, diverse communities and community groups to build local capability and capacity across PPRR from events and disasters.
- Supporting the development of state based initiatives to develop, deliver and implement emergency management outcomes.
- Supporting the delivery of community education and awareness programs in accordance with agreed community education strategic plans.
- Engaging and facilitating post event analysis, debriefs and lessons learned for the region, including the ongoing development of continuous improvement strategies, maintaining knowledge of current legislation and guidelines, and resolving gaps in operational capacity and/or capability.
- Supporting the development and implementation of the QFES operational service delivery plan and organisational reporting requirements.
- Undertaking and supporting operational duties during emergencies and disasters, including intra and interstate deployments and travel to rural and remote communities.

