

Manager - Emergency Management

To provide strategic and operational leadership for Rangitikei District Council's Civil Defence Emergency Management (CDEM) across the 4R's (Reduction, Readiness, Response and Recovery), incident management arrangements and governance, including maintaining the Council's capability to provide an effective Controller function during emergency events.

ORGANISATION
NGĀ POU | OUR VALUES



Manaakitanga
POU 1. The customer is at the centre of everything we do.



Rangatiratanga
POU 2. We aspire to the highest standards.



Whakapono
POU 3. We strive to be trusting and trustworthy.



Whanaungatanga
POU 4. We act with courage, respect, kindness and empathy.



Kotahitanga
POU 5. We embrace diversity and strive to be inclusive.



Aroha
POU 6. We believe in and encourage each other.



RANGITĪKEI
DISTRICT COUNCIL

**He oranga Whenua,
He oranga Tangata,
He oranga Wairua.
Tihei Mauriora!**

**If our Land is cared for,
if People are looked after,
if the Spirit is strong,
we can build a
better future for all.
Let there be life!**

Making this place home

Our expectations

As part of the Rangitikei District Council we want to work as a team to deliver the best outcomes for our district. We are building our organisational culture around the principles of delivering for our customers, our organisational values, working together, and focussing on outcomes rather than tasks.

That means we will:

- provide strong customer service to all our customers
- operate collaboratively as a total Council team, and
- deliver our services in a way that is best for the district (as opposed to best for the Council)

In short, we want you to think about what we are trying to achieve, and then work as a team to provide great services to the residents of our district.

Manager Emergency Management– that's your primary role at Rangitikei District Council. But working with us is much more than simply completing the task – it's about how you go about doing the task, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

We're crafting a new way of working together here at Council. We think each of us has a key role to play in making our district a great place to live. We do that by giving superb service to our customers; we do it by working together as a group; we do it by building a culture where we can all contribute our ideas; and we do it by focusing on our outcomes.

Where appropriate, we want you to be part of cross organisational teams, to bring your solutions to the table, and to work with those teams to implement them.

What you will do

- Provide leadership for RDC's emergency management readiness, response coordination and incident management arrangements, ensuring roles, systems, plans and processes are in place, current, and exercised.
- Maintain Controller readiness and, when required, step into the Controller role during civil defence/emergency events, making timely decisions under pressure and leading an effective EOC/IMT response.
- Lead and oversee emergency planning across the 4Rs (reduction, readiness, response, recovery), including governance of local plans, operating procedures, and continuous improvement activities (reviews, lessons learned, and programme uplift).
- Provide functional leadership and oversight of the Senior Emergency Management Advisor role, including: setting direction, agreeing priorities, monitoring delivery against the work programme, reviewing outputs for quality and alignment, and coaching/mentoring to strengthen organisational capability.
- Establish and maintain effective multi-agency coordination and relationships (local, regional and national as required), including partner agencies, iwi, community groups and lifelines, to support integrated readiness and response.
- Provide strategic advice and reporting to senior leadership and (as required) elected members on emergency management risks, readiness status, capability gaps, and improvement initiatives, ensuring clear accountability and decision-ready information.
- Effective management of budgets including but not limited to planning, monitoring and reporting on variances.
- Ensure an effective and comprehensive organisational training and exercise programme is in place, delivered and evaluated, including facilitation capability and practical coaching that lifts readiness across Council teams and CDEM volunteers.
- Ensure emergency management documentation, records, and operational materials are controlled, up to date, and accessible, supporting consistent practice,

Health and Safety

- Accurately and promptly report all accidents, incidents, near misses, hazards and risks by the end of the working day
- Keep yourself and others safe
- Adhere to all Council Health & Safety policies, procedures and guidelines

What we all do

- Grow and develop resilient customer focussed staff, within a culture based on personal responsibility
- Provide a safe, flexible and supportive environment, where performance is recognised and success is celebrated
- Embrace training and professional development opportunities for continuing improvement
- Undertake Civil Defence Emergency Management responsibilities if required

Our customer commitment

We strive to deliver excellent customer service by:

- Understanding and anticipating needs
- Dealing with enquiries promptly and fully
- Providing quality support and information
- Communicating changes to services in advance

We will:

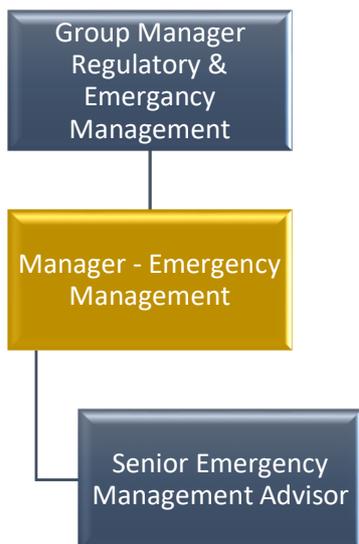
- Welcome, listen and treat everyone respectfully
- Acknowledge and follow up all complaints and requests for service, and provide a timely response
- Seek feedback on the service received so we can continue to improve what we do

What you will bring

- Significant senior-level emergency management experience, ideally in a local government or public sector context, with demonstrated leadership across readiness and response.
- Proven incident management system experience (CIMS/ICS or equivalent), including confidence leading operational coordination in an EOC/IMT environment.

auditability, and disciplined incident management.

- Lead alignment with communications arrangements during readiness and response, ensuring information flows, stakeholder engagement, and internal coordination support an effective and credible Council response.
- Lead and deliver emergency management projects to agreed scope, timeframes, and outcomes, with clear reporting on progress and risks.



- Tertiary qualification in a recognised field of emergency management, or an equivalent combination of education and experience.
- Demonstrated ability to operate as (or step into) a Controller role under pressure, including sound judgement, crisis decision-making, and calm leadership during extended events and uncertainty.
- Experience leading and evaluating training, exercises and real events, translating lessons learned into improved plans, capability and performance.
- Strong governance and documentation discipline, including the ability to produce clear, accurate reports, maintain controlled operational documentation, and ensure recordkeeping supports accountability and readiness.
- Demonstrated stakeholder and relationship management skills, including effective multi-agency coordination and constructive engagement with iwi, communities, volunteers, partner agencies, senior leaders and elected members.
- People leadership/functional oversight capability, including work programme prioritisation, quality assurance, performance oversight, mentoring/coaching, and capability uplift of senior advisory/technical functions.
- Financial and budget management skills
- Current full driver's licence, and willingness to undertake work-related travel, including to remote communities.
- Ability to be on-call and respond to an event in a timely manner, and to work outside normal hours (including overnight, weekends and public holidays) during emergency response.
- Knowledge of the Treaty of Waitangi and partnership with Māori, and the ability to work effectively with diverse communities and stakeholders.
- Ability to work effectively and efficiently and to set and meet appropriate standards and deadlines
- A strong team player with proven ability to work well with and interact successfully with other people

- Ability and willingness to learn and adapt to new technology and software in a continuously changing environment
- Thorough understanding and advocacy for the principles of customer first