

AREC Role Description



AREC Emergency Communication Manager

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| Position: | National Lead, Emergency Communications (EMcom) |
| Location: | TBA |
| Responsible to: | AREC National Support Manager |
| Remuneration: | Negotiable |
| Employment Contract | 2-year fixed term |

Background

AREC provides emergency communications across the SAR Sector in conjunction with the Coordinating Authorities (Police and RCCNZ) and SAR partner agencies.

AREC also on request assists with the provision of communications to the Civil Defence Emergency Management (CDEM) and NEMA and local/district councils.

Where practical and appropriate AREC works with other emergency response groups and humanitarian groups providing communication support during disasters.

AREC has two roles in the emergency management readiness, resilience, response, and recovery area.

Jointly assisting:

- Emergency management organisations at National, Regional, District, and Local levels to prepare for and respond to emergency events; and
- SAR sector Coordinating Authorities and agencies (LandSAR, Surf and Coastguard) to prepare for and respond to SAR and emergency events.

Role purpose

To enable AREC to equip and be in a state of readiness to respond effectively and safely during severe weather events and emergencies to support the Coordinating Authorities and SAR Partners.

The Emergency Communication Lead role is to lead and enhance the provision of reliable and robust communications capability, to support the SAR sector responding to emergency events, and to enhance AREC's support of emergency management organisations and appropriate community-based emergency response groups and welfare groups (including Māori and iwi), enabling improved resilient multiagency intercommunications in response to emergency events.

The role will initially focus on delivering the AREC Severe Weather Project Plan milestones, outputs and outcomes as defined in the project plan to enable AREC to be in a state of readiness to respond effectively and safely during severe weather events and emergencies.

Dimensions of the position

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| Number of direct reports | None |
| Indirect reports | AREC Leaders |
| Geographical area of responsibility | All of New Zealand |

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Important Relationships

| Internal | External |
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| AREC National and Region, Managers and Advisors and Administrators | SAR Coordinating Authorities, NZSAR, Police and RCCNZ |
| AREC Group Leaders | Regional and Local governmental agencies; NEMA, CDEM Groups and CDEM Group members |
| AREC Members | SAR Sector Partners; LandSAR, Coastguard, Surf Life Saving, Defence etc. |
| | Relevant Community response and welfare groups including Māori and iwi |

Duties of the position

- This is a two-year fixed term role to establish the EMcom role and service offering within AREC and complete the main deliverable milestones with the Severe Weather Project. During this period the ongoing role and position is to be scoped and defined for consideration.
- Develop and agree AREC EMcom Strategy, Service definition and offering to:
 - the Coordinating Authorities (Police and RCCNZ),
 - the four SAR agencies (LandSAR, Surf and Coastguard),
 - NEMA, and CDEM agencies (across 16 regional and 78 local territorial authorities),
 - Appropriate community-based emergency response and welfare groups (including Māori and iwi).
- Develop national/regional coordination to enable greater interagency collaboration needed between all agencies involved in such events during readiness planning before the events.
- Develop AREC’s internal interagency framework (joint deployment policies, protocols, and procedures) for the operational deployment of AREC volunteers in support of the Coordinating Authorities, and the four SAR Partners
- Develop set of Policies, Processes, Procedures which allow AREC to prepare and operate under a single framework that defines how and when AREC is deployed, the obligations of all parties and the operational and administrative procedure to be followed when AREC are deployed for single and multiagency emergency events.
- Develop AREC common interagency consistent joint deployment policies and procedures to successfully engage and operate with:
 - the Coordinating Authorities (Police and RCCNZ)
 - the four SAR agencies (LandSAR, Surf and Coastguard)
 - NEMA, and CDEM agencies (across 16 regional and 78 local territorial authorities)
 - Appropriate community-based emergency response and welfare groups (including Māori and iwi).
- Work with the Coordinating Authorities, the four SAR agencies, NEMA, and CDEM agencies to jointly establish and continue a Severe Weather Coordination interagency working group to assist with the development of protocols, policy, and procedures, coordination of equipment requirements and caches, and emergency management systems.
- Develop good working relationships with Coordinating Authorities, SAR Partners and national and regional/local emergency management organisations.
- Be prepared to act as the AREC Incident Controller for emergency management events when the NSCC is activated providing the single point of contact, liaison and escalation for SAR and NEMA/CDEM agencies.

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- Meet the targeted Severe Weather project plan milestones and outcomes.
- Work with the AREC Training Manager to Develop and implement enhanced and new training that will increase the competency and capacity of volunteers with multiagency communications interoperating skills and knowledge in preparation for emergency events by:
 - developing and enhancing AREC training targeted at severe weather event readiness and response allowing better informed risk and operational decision making in emergency event environments
 - Expanding training of AREC current 400+ volunteers to cover wider emergency event preparation and response and encourage additional NZART 1,500+ members currently not AREC members to attend this training.
 - Expanding training to cover interagency and emergency communications interoperability during emergency events.
 - Providing a base level communications training for appropriate community-based emergency and welfare groups (including Māori and iwi), especially for remote communities.
 - Including multiagency intercommunications joint planning, training, exercises.
- Ensure the availability of appropriate personal protective equipment to protect AREC responders from hazards during emergency events.
- Work with the National Support Manager to:
 - Establish regionally based equipment and provision caches to allow for swift deployments and quicker responses by skilled responders who can operate independently for at least 48 hours
 - Establish an AREC resilient National Support Coordination Centre (NSCC) to be activated for large and nationally significant emergency events providing AREC a national command and control capability enabling coordination of AREC's response
- Work with the Regional Managers and Group Leaders to establish AREC Rapid Deployment Communications (RDC) teams and the provision of emergency deployment kits including deployable resilient communications equipment, PPE, and other essential resources to support volunteer deployment and survival during emergency events

Qualities and skills

Must have Qualities and Skills:

- Relationship Management
 - effectively communicate and develop relationships with a diverse range of people, adapting style to suit the audience.
 - establish and develop relationships with people within NEMA and the CDEM sector.
 - establish and develop relationships with people in other organisations and agencies at all levels.
- A good working understanding of CIMS principles, processes and tools
- An understanding of risks and hazard and the management thereof
- Ability to develop and execute planned activities in readiness and preparation and able to switch to operational mode to manage and coordinate a range of people (including cross functional groups and agencies) during emergencies.
- Strong knowledge of CDEM CDC/EOC/ECC functions, roles and relationships and processes
- Strong communication and interpersonal skills, written and verbal to effectively communicate with a diverse range of people, adapting style to suit the audience.
- Strong leadership skills and experience working with volunteers

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- Show willingness and positive drive to ensure AREC activities meet National Objectives and are in alignment with the AREC statement of purpose
- Show willingness and positive drive to make AREC the preferred supplier of Emergency Communications to the relevant SAR & emergency services
- A proven track record of experience in similar roles especially working with volunteers
- Minimum of two to three years managerial or related work experience, preferably in a senior role.
- Good computer skills and proficiency e.g., Microsoft Office, Teams etc.
- Handle confidential information appropriately.
- Excellent organisational, time management skills.
- Ability to seize opportunities and think creatively.
- Ability to work effectively as part of a team.
- Commitment to the role and prepared to work outside normal business hours.
- A Drivers licence and a willingness to travel.
- Solid organizational skills including attention to detail and multi-tasking skills
- Can facilitate workshops and training sessions.

Desirable Qualities and Skills

- Work experience in a non-profit or charitable organization preferably in the SAR or CDEM sectors
- An understanding of amateur radio and the Search and Rescue.
- A relevant tertiary qualification