

POSITION DESCRIPTION



Date: 14 June 2026

1. Position Identification

Title:	Community Recovery Officer-fixed term 12 months				
Position Number:	PE.RE.158	Level:	7	Agreement:	Shire of Exmouth Industrial Agreement 2025
Department:	Corporate and Commercial Services				
Section:	Community and Emergency Services				
Location:	Exmouth, Western Australia				

2. Reporting Relationships

Reports to:	Manager Community and Emergency Services
Supervised by:	Coordinator Community Development
Direct Reports:	Nil

3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**
We strive for continuous improvement, embrace change and challenge the status quo.

4. Role Purpose

The Community Recovery Officer is responsible for supporting the planning, coordination and delivery of community recovery, resilience and preparedness initiatives across the Shire. The position works collaboratively with community members, service providers, government agencies and other stakeholders to facilitate recovery following disaster events, strengthen community resilience, and enhance emergency preparedness through effective engagement, project coordination and capacity-building activities.

5. Key Objectives

Community Recovery

- Support the effective recovery of individuals, families, businesses and community organisations impacted by Severe Tropical Cyclone Narelle.
- Assist in the delivery and implementation of recovery initiatives identified through the Shire's Local Operational Recovery Plan.
- Contribute to coordinated and accessible recovery services that respond to the evolving needs of the community.

Community Resilience and Preparedness

- Strengthen community resilience by developing and implementing programs that enhance preparedness for emergency events.
- Increase community awareness of disaster preparedness, recovery resources and support services.
- Promote community-led approaches that build local capacity, self-reliance and social connectedness.

Stakeholder Engagement and Collaboration

- Foster strong partnerships with government agencies, service providers, community organisations, businesses and volunteers to support recovery and resilience outcomes.
- Facilitate effective communication and engagement processes that encourage community participation and informed decision-making.
- Ensure vulnerable and diverse community members are included in preparedness, recovery and resilience initiatives.

Project and Funding Management

- Deliver recovery and resilience projects within approved budgets, timelines and funding requirements.
- Ensure grant-funded programs achieve intended outcomes and comply with reporting and accountability obligations.
- Monitor and evaluate project performance to support continuous improvement and effective resource allocation.

Governance and Continuous Improvement

- Maintain accurate recovery records, action plans and reporting systems to support recovery governance and decision-making.
- Provide timely, accurate and professional advice, reports and recommendations to management and relevant stakeholders.
- Contribute to the ongoing review and enhancement of recovery, preparedness and resilience frameworks, plans and processes across the Shire.

6. Key Responsibilities

Recovery Coordination and Community Recovery

- Coordinate the implementation and ongoing review of the Shire's Local Operational Recovery Plan.
- Support the Local Recovery Coordination Group and recovery governance structures following Severe Tropical Cyclone Narelle.
- Assist in the planning, coordination and delivery of recovery initiatives that address identified community, economic, environmental and social recovery needs.
- Monitor and assess community recovery needs, identify emerging issues and contribute to appropriate response strategies.
- Support the operation of recovery hubs, outreach services and community information activities to ensure coordinated and accessible service delivery.
- Facilitate community recovery meetings, workshops and stakeholder engagement activities to support informed decision-making and community-led recovery.

Community Development, Preparedness and Resilience

- Design, coordinate and deliver programs, projects and activities that strengthen community capacity, resilience and preparedness.
- Develop and implement initiatives that enhance emergency preparedness, community awareness and recovery readiness.
- Promote the inclusion and participation of vulnerable and at-risk community members in preparedness, recovery and resilience-building activities.
- Support community wellbeing initiatives and activities that foster social connection and recovery

following disaster events.

- Provide advice, support and information to community groups, service providers, businesses and other stakeholders on community development and recovery-related matters.

Stakeholder Engagement and Partnership Development

- Establish, maintain and strengthen collaborative relationships with government agencies, community groups, service providers, businesses, volunteers and other recovery stakeholders.
- Facilitate effective communication and information sharing between stakeholders to support coordinated recovery outcomes.
- Represent the Shire at meetings, forums and community events as required

Project, Grant and Funding Management

- Manage recovery and resilience projects, including planning, implementation, budget monitoring, milestone tracking and evaluation.
- Ensure compliance with funding agreements, grant conditions and reporting requirements.
- Identify funding opportunities and assist with grant applications and acquittals where required.

Administration, Reporting and Governance

- Maintain recovery action plans, resource registers and recovery documentation.
- Prepare reports, briefing notes, correspondence, presentations and other documentation as required.
- Maintain accurate records and information management systems in accordance with organisational policies and legislative requirements.
- Collect, analyse and report on recovery and resilience activities to support continuous improvement and funding obligations.
- Manage confidential and sensitive information with discretion and professionalism.

General Responsibilities

- Comply with all relevant legislation, policies, procedures and workplace health and safety requirements.
- Undertake other duties within the scope of the position as directed by the Manager Emergency and Community Services.

7. Risk Management and Workplace Health and Safety

Employees must carry out their duties in accordance with the requirements of the **Work Health and Safety Act 2020 (WA)**, associated regulations, codes of practice and the Shire's policies and procedures.

This includes, but is not limited to:

- Taking reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Complying with safe work procedures, policies and reasonable instructions provided by the Shire.
- Identifying and reporting hazards, incidents, injuries and near misses as soon as practicable.
- Using equipment, tools and Personal Protective Equipment (PPE) in a safe and appropriate manner.
- Participating in safety training, inductions and safety initiatives as required.
- Cooperating with the Shire on matters relating to work health and safety.
- Not intentionally or recklessly interfering with or misusing anything provided for health and safety purposes.

Employees are also expected to support the Shire's **risk management practices** by:

- Identifying and reporting risks that may impact safety, service delivery, compliance or organisational objectives.
- Complying with the Shire's risk management framework, policies and procedures.
- Taking reasonable steps to minimise risks within their work activities and reporting any issues that may affect the safe and effective delivery of services.

8. Qualifications and Work Experience

Mandatory Requirements

- Hold a current national "C" class driver's licence.
- Valid permanent Australian Work Rights.

Essential Requirements

- Excellent written communication.
- Strong interpersonal and relationship management skills.
- High level organisational skills.
- Ability to work independently.
- Experience coordinating community projects or recovery programs.
- Experience engaging with diverse stakeholders.
- Experience preparing reports and grant applications.
- Experience managing projects and competing priorities.
- Experience working within local government or government environments (desirable).

Desirable Requirements

- Qualification in Emergency Management or similar.

Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.