

Emergency Management Officer

The Role

When things go wrong our Emergency Management Officer steps up! The Kawerau District Council has a position available for someone who can assist the Council and the Community to prepare for, respond to, and recover from emergency events. This is a permanent position of 32 hours per week, allowing the successful candidate a great work-life balance. As the only Emergency Management Officer at the Kawerau District Council you will need to be able to work independently, but as part of New Zealand's wider Civil Defence Emergency Management team.

Responsibilities include:

- Leading the Civil Defence Emergency Management service for Kawerau.
- Supporting the development and implementation of emergency management documents, systems, and networks.
- Running community engagement events to communicate and educate the Kawerau District of the importance of being prepared for an emergency event.

Please note that some overtime and weekend work may be required as we can't always predict when an emergency event will happen.

Our Expectations

Our ideal candidate will have:

- A passion for the Kawerau Community.
- A tertiary qualification related to emergency management, risk management and/or hazard management and/or relevant experience.
- The Coordinated Incident Management System (CIMS) Level 4 certification
- Demonstrated knowledge of CDEM legislation, frameworks, and best practice, with practical experience in emergency or risk management.
- Demonstrated experience in Emergency Management, planning or related roles, preferably in Local Government.
- Computer literacy with familiarity with Microsoft applications, eg Word, Excel, Teams.
- Well-developed communication and interpersonal skills.
- A preference for accuracy and attention to detail.

However, even if you don't meet all the requirements, consider applying as training can be provided.

What Council Offers:

Our culture is built on trust and respect. Our vision is to create a resilient and sustainable Kawerau district that can meet the needs of the future, and resilience in emergency management situations is an integral part of that.

We offer a competitive salary, and flexible working arrangements to enable work-life balance in recognition of today's working environment.

Centrally located in the heart of the Bay of Plenty at the feet of Putauaki and alongside the pristine Tarawera river, Kawerau is renowned for its great sense of community, rich multi-cultural heritage, beautiful tree-lined streets, parks and reserves. Within easy reach of lakes, beaches, forests, snow, thermal regions and cities, it is a great base for both the adventure seeker and those who enjoy natural surroundings at a quieter pace.

Kawerau District Council has an active Drug and Alcohol Policy. Candidates will be required to undertake a pre-employment medical, drug & alcohol testing, and Ministry of Justice vetting.

The Position Description and Application Forms are available from our website:

<https://www.kaweraudc.govt.nz/about-council/careers/vacancies>

Email your Cover Letter, CV and Application Form to: vacancy@kaweraudc.govt.nz

Applications close 5pm on 27 June 2025.



M Godfery
Chief Executive Officer