



ABN 19 949 536 343

59 Bonville Avenue | PO Box 3137 | Thornton NSW 2322  
P (02) 4978 4040 | F (02) 4966 0588

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## POSITION DESCRIPTION

<b>Position Title</b>	Regional Project Officer (Simtables for Community Empowerment)
<b>Employment Status</b>	Full time (5 days per week) - 15 months contract NB flexible days and hours will also be considered
<b>Package</b>	Annual Salary: \$91,488.80 (\$46.30 per hour) Super (10%): \$9,148.88 Full private use of motor vehicle: \$7,500 pa
<b>Office Location</b>	Thornton NSW
<b>Reports to</b>	Regional Policy and Programs Manager - Environment
<b>Date</b>	1 November 2021
<b>Direct Reports (if applicable)</b>	Nil

### The Organisation

The Hunter Joint Organisation (Hunter JO) is a collaborative organisation of the 10 Councils of the Hunter that facilitates the delivery of strategic advocacy and program outcomes for the entire region. Our principal statutory functions include:

- Regional strategic planning and priority setting
- Intergovernmental collaboration
- Shared regional leadership and advocacy

Being a hub for local government collaboration, the Hunter JO provides a united and local voice for communities throughout the Hunter region. The Hunter JO is a growing organisation, with an exciting and diverse range of projects that are delivering real outcomes for our region.

Collaboration is key to our success. It allows us to create innovative solutions, efficient processes, improved culture, and is a defining strength for our organisation. Our focus on place based leadership and collaborating with Councils, government, industry and community partners on the region's key issues and priorities makes the Hunter JO a dynamic, innovative and exciting organisation in which to work.



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## The Position

The role will be based within our growing Regional Policy and Programs Division (RPPD), which is responsible for driving delivery of collaborative and evidence-based advocacy and program work across four regional focus areas: Connectivity; Resilience; Jobs and a Growing Economy; and Liveability.

The role reports to the Regional Policy and Programs Manager - Environment and will work closely with other JO staff and a wide range of external stakeholders including member Councils, State Government agencies, research institutions, business and community groups.

The role will work closely with the Regional Policy and Program Manager - Environment to deliver a range of activities including stakeholder engagement and management; research and analysis; and project planning, coordination and delivery, that contribute directly to implementation of regional scale projects being delivered by the Hunter JO.

This position will be specifically responsible for coordination of the grant funded "Simtables for Community Empowerment" project, aimed at building the resilience and capability of member councils and their communities. The role will also contribute to delivery of another grant funded project - "Transforming Resilience with the IP&R Framework" project.

Coordination of the Simtable project for the Hunter and Central Coast requires strong technical nous and the ability to work collaboratively with key stakeholders to ensure timely and effective delivery. The management and operation of the Sim-table Project, involves liaising with Councils to engage their local communities to understand their natural hazard risks. Underpinning this engagement will be the use of Simtables, a "State of the Art" tool for engaging communities in localised place-based emergency information sessions that will enhance emergency planning and support recovery utilising 3D images of local landscapes. The project will enhance community awareness of current natural hazard risks and potential future emergencies through the facilitation of place-based community level exercises and simulations. Although the Sim-table modelling is predominantly bushfire focused, other hazards such as flooding may also be incorporated into the modelling over time.

The project will deliver a series of key actions:

- Facilitate Sim-table workshops with Council's to effectively engage the community to identify their natural hazard risks.
- Liaise with Council's to obtain and manage "All Hazards" data necessary for the effective operation of Sim-table modelling.
- Plan and coordinate the facilitation of workshops across the region based upon community need and Council's capacity to deliver.

## Key responsibilities of the Role:

- Plan and project manage the delivery of the regional project "Simtables for Community Empowerment" Project.
- Support the delivery of the "Transforming Resilience with the IP&R Framework" Project and other projects within the Division as required
- Plan and Coordinate multi stakeholder workshops across the Hunter and Central Coast and project working groups to build collaboration in the delivery of the projects.



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- Liaise with Council’s to obtain and manage “All Hazards” data necessary for the effective operation of Sim-table modelling.
- Facilitate set up and operate the Simtables on behalf of Councils and coordinate staff training and support resources to build capacity in the use of the Simtable by councils.
- Engage and manage consultants, contractors, project partners and stakeholders to ensure regional projects are delivered within established parameters, timeframes and budgets
- Monitor, manage and report on budget expenditures to ensure delivery of projects within available finances and timeframes
- Prepare and deliver workshops and presentations with member councils and key stakeholders to build awareness, capacity and commitment to participate in the delivery of regional projects
- Ensure organisational compliance with grant administration obligations including regular progress reporting of delivery milestones and expenditure
- Track and report project progress and pre-emptively manage emerging risks

### Selection Criteria

Essential
Tertiary qualifications in environmental management, disaster management, science, health, planning or equivalent.
Demonstrated work experience on Spatial Analysis, GIS and LIS or similar systems.
Project Management skills including, project planning and identifying and pre-emptively managing project risks, project reporting, and liaison internally and externally to deliver project outcomes
Excellent interpersonal skills, able to empathise with others and work collaboratively as part of teams, within and external to the Hunter JO. This includes skills in presentations, meetings, phone calls, social media use
Ability to work independently, and to exercise initiative and problem-solving skills.
Demonstrated skills in researching technical issues, analysing outcomes, and communicating the research findings to various technical and non-technical audiences
Demonstrated skills in preparing (including writing content) of professional guidance and communication resources, including professional guidelines, training resources, and communication / engagement materials
Excellent word processing skills and competence with various software packages including Outlook, Word, PowerPoint and Excel.
Class C NSW Drivers licence
Desirable
Experience in managing project budgets
Experience working with local, regional, state or federal government organisations.



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### More Information

To find out more about the role, please contact:

Mel Curtis

Regional Policy & Program Manager - Environment

M 0428 981 012

E [melindac@hunterjo.com.au](mailto:melindac@hunterjo.com.au)