

Position Description

Project Officer, Knowledge Development

Reports to: Manager, Knowledge Development AIDR

Classification: Permanent Full Time

Context:

The Australasian Fire and Emergency Services Council (AFAC) is the national council for fire, land management and emergency service authorities in Australia and New Zealand, representing 34 member organisations, comprising permanent, part-time personnel and volunteers, totalling 288,000 firefighters and emergency workers. AFAC supports the sector to create safer, more resilient communities, driving national consistency through collaboration, innovation and partnerships.

AFAC has a number of business units that facilitate a broad range of activities on behalf of its members. These include the Australian Institute for Disaster Resilience. AIDR is a consortium managed by AFAC as a business unit and supported by its partners: the Australian Government and the Australian Red Cross.

AIDR is the National Institute for disaster risk reduction and resilience. AIDR collaborates across sectors to strengthen the resilience of Australian communities to disasters.

AIDR creates, grows, and supports a range of networks; provides opportunities for learning, development, and innovation; shares knowledge and resources to enable informed decision making and action; and facilitates thought leadership through national conversations.

AFAC Values

Respect. We treat each other with fairness and courtesy; valuing diversity of thought, abilities and opinions.

Communication. We are mindful of sharing information so we can all do our job most effectively. We are polite and we listen.

Results. We are focussed on our goals and adding value, delivering the best we can, always aiming for excellence. We take pride in our achievements.

Teamwork. We appreciate each other's work and work together to engender success for everyone.

Primary Purpose of the Position:

This position will primarily support the knowledge development area of the Australian Institute for Disaster Resilience, including the [Australian Disaster Resilience Handbook Collection](#), [Australian Disaster Resilience Glossary](#) and the [Major Incidents Report](#). Working in a small team, this hands-on role provides high level project support contributing to AIDR's knowledge activities and outcomes.

The position requires a multi-skilled, proactive and organised person with an eye for detail and the confidence and experience to engage with a range of stakeholders and projects involving a range of sectors working to support disaster risk reduction and resilience.

Key Responsibilities:**Project management**

- Manage and support projects within the Australian Disaster Resilience Handbook Collection, Australian Disaster Resilience Glossary, Major Incidents Report and associated projects
- Coordinate handbook review and development projects including planning, co-ordination, monitoring and execution in accordance with the Handbook Management Policy and Framework
- Coordinate handbook project team meetings including meeting bookings and preparation of agendas, minutes and supporting documents
- Coordinate showcase webinars
- Support AIDR's Monitoring and Evaluation (M&E) Plan and data reporting
- Support ongoing communications, socialisation and utilisation of AIDR knowledge products
- Support broader AIDR projects as required.

Stakeholder engagement

- Liaise with stakeholders and manage their engagement in projects
- Collaborate and facilitate multi-stakeholder processes and projects
- Escalate issues and recommendations to senior leadership as appropriate.

Meeting coordination

- Ensure effective support, coordination and administration of meetings
- Use of office systems to coordinate meetings and maintain databases etc.
- Schedule all meetings, manage the response process and post meeting close out
- Prepare agendas in consultation with the responsible managers
- Distribute all meeting material and manage participation lists
- Prepare and publish meeting minutes and post meeting info products
- Work under direction to progress actions arising from meetings
- Collate and analyse data, where required
- Provide project support, where required
- Manage content within relevant collaboration spaces
- Undertake desktop publishing activities where required
- Other duties as directed.

Knowledge management

- Contribute to Handbook Collection and related pages of the AIDR websites
- Contribute to development of content for AIDR publications and engagement
- Support publication process for handbooks and other related documents
- Maintain selected office systems and processes to support management of the handbook collection e.g. ZOHO

Communication and Teamwork

- As part of a team, maintain a professional and trustworthy corporate image
- Function effectively in a supportive team environment
- Assist in a wide range of activities as required from a small team.

Key Relationships:

- Executive Director, AIDR
- Manager Knowledge Development, AIDR
- AIDR Staff
- AFAC Staff
- Australian Red Cross and their staff
- Project teams convened to develop and review the handbook collection
- AIDR stakeholders including Working Group, Steering Committee, Focus Group members
- Project consultants and writers

Key Selection Criteria:

Essential

- Tertiary qualified in a relevant field with appropriate experience
- Demonstrated experience in project management support and delivery
- Excellent communication & interpersonal skills with the ability to quickly build trust and rapport with key stakeholders whilst actively managing expectations
- Demonstrated competency in Microsoft Office software
- Demonstrated high level of personal drive and integrity
- Willingness and ability to operate in a small team with limited direct supervision

Desirable

- Understanding of the disaster resilience / emergency management landscape
- Experience in web site content management
- Event management and coordination

Note: Interstate travel may be required for this role.

Periodical Review

In line with current practice, this position is subject to regular review and amendment as appropriate following consultation with the Chief Executive Officer.

This Position Description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of the organisation.

EMPLOYEE DECLARATION

I,, accept the position as specified above and I am clear of the requirements of my role.

Signed by Employee: Date: