

Community Recovery Ready Reserve (CRRR) State Recovery Event Management Team (SREMT) Expression of Interest Overview

Joining the event management team

Ready Reserves may wish to join one of our event management teams. The teams include managers and functional team Leaders in both the State and District Recovery Event Management Teams (SREMT and DREMT). These leadership functions are for Ready Reserves who are looking at taking the next step in advancing their roles, or those who may already have had some limited experience as a member of an event management team and wish to formalise their willingness to undertake these more senior roles.

There is also a benefit for participants and their agencies through providing an opportunity for professional development and the gaining of valuable leadership and management experience.

Interested Ready Reserves and Alumni can indicate an expression of interest for the range of roles and demonstrate required skills, knowledge and suitability for the desired roles as well as confirming commitment requirement via a formal Expression of Interest and assessment and selection process. The objective of the Expression of Interest (EOI) process is to work across whole of government to recruit a group of pre-identified Ready Reservists who have management and leadership experience with a pre-agreed commitment to be able to be mobilised to establish Community Recovery operations state-wide.

Please note that those wishing to express interest going forward will need to get endorsement from their line manager and agency as we acknowledge the role that agencies play in helping to identify suitable candidates and in committing to their involvement during events.

Responsibilities

Nominees – Current Government Staff

- a) Current staff confirm with their line manager that they support their involvement.
- b) Ensure their RRMS profile is up to date (*existing Ready Reserve members*).
- c) Complete the mandatory Community Recovery online Core Training Courses on iLearn (if not previously completed as an existing Ready Reserve member).
- d) Complete the Expression of Interest form and seek written approval within their agency with their resume/CV/LinkedIn profile.
- e) Attend a meeting with Community Recovery staff, either face-to-face or via Skype, to discuss Community Recovery and the environment, the functional area(s) and aspects of the role(s) and become familiar with the functions and to assess their suitability.
- f) Complete additional training as required for the specific role.

Agencies

- a) Promote participation to staff within their agency.
- b) Ensure managers are aware of commitments and support managers as required.
- c) Managers and Agency Key Contacts (AKC) will need to review and endorse Nominees before forwarding to Community Recovery. Agencies will adopt their own internal processes for

processing the EOIs.

- d) Monitor Nominees to ensure they meet participation requirements such as completing RRMS registration and mandatory training courses.
- e) Confirm if interested Ready Reserves who indicate an expression of interest demonstrate the required skills, knowledge and suitability for the desired roles
- f) AKC forwards the Expression of Interest forms to Community Recovery to process.

Community Recovery

- a) Promotes participation.
- b) Provides support and collateral to AKCs to be able to undertake the EOI process.
- c) Ensures Nominees have undertaken the required agency approval process.
- d) Available to speak with Nominees regarding what the roles may entail.
- e) Report to agencies the result of EOI process.
- f) Reviews EOI nominations to assess best fit for roles.
 - i. Ensures relevant skills and experience evident to undertake EMT roles.
 - ii. Note that Nominees may be identified as suitable but may still require completion of some of the requirements (e.g. additional training). They will be identified as “Provisionally” approved until final requirements are met.

Supporting Material

a) 2019 CRRR EMT EOI Summary

This document (above) provides a brief overview of the responsibilities for each stakeholder in the expression of interest process.

b) 2019 CRRR EMT Nomination Process Flow Chart

This summary chart is useful for those overseeing aspects of the EOI process and to assist AKCs and Agency Deployment Coordinators.

c) 2019 CRRR EMT EOI Form

This is the form interested staff must use to register their details and areas of interest for the event management teams, and obtain endorsement of their expression of interest within their agency. The form includes a section for Line Manager/Supervisor and AKC approval with acknowledgement/confirmation of release and the requirements. The AKC submits the completed EOI to Community Recovery to process.

d) 2019 CRRR EMT Role Types Flyer

This is a useful one-page marketing tool which describes some of the key functions where Ready Reserves can help.

e) Individual Role Profiles

Each role within Community Recovery has an individual role profile. Due to the large number of role profiles and their length they are not distributed as part of packs to agencies. Nominees may wish to request specific Role Profiles if they require further information than is contained in the “2019 CRRR EMT Function & Role Information” document.

f) Ready Reserve Welcome Pack

This comprehensive document outlines what happens during a deployment, what Ready Reserves can expect and tips regarding their preparations for deployment.

g) Public Sector Industrial Relations (PSIR) Tips for Employees deployed under Ready Reserves

Produced by the Public Service Commission (PSC), this flyer provides some good background information for Ready Reserves on deployment.

h) PSIR Tips for Line Managers of deployed Ready Reserves

Produced by the PSC, this document provides some good background information for Line Managers of Ready Reserves.