

Role Profile: Community Recovery Deployment Coordinator

The Community Recovery Deployment Coordinator¹ undertakes the following key functions:

Key Responsibilities during non-activation

- Work with senior management, Department of Communities, Housing and Digital Economy and the Public Service Commission to establish deployment targets to support Queensland communities impacted by disaster;
- Work with senior management to identify suitable candidates to be trained to perform key functional community recovery roles during a disaster activation, including workplace trainers and operational managers;
- Consider business continuity considerations in the event of disaster activation, likely impacts on the agency's deployment capabilities during this time period, and develop strategies to reach deployment targets.

Key Responsibilities during Critical Incident Directive activation

- Liaise regularly with the Department of Communities, Housing and Digital Economy State Recovery Event Management Team to maintain awareness of deployment targets for specific disaster locations
- Work with senior management to consider business continuity pressures with a view to securing line manager release of staff registered and trained for community recovery duties – including longer term release arrangements for identified staff
- Work with senior management to initiate 'surge' recruitment activities within the agency to meet Ready Reserve staffing requirements for the disaster – these activities may focus on Brisbane CBD based staff and/or regionally based staff
- Provide regular reports to senior management on the deployment of agency staff and the degree to which deployment targets are being met, and the response to 'surge' recruitment activities.

Required Skills and Abilities

- Delegated authority to perform the roles and responsibilities required of this position
- Understanding of agency's business continuity planning and disaster event responsibilities
- Ability to communicate effectively with senior management and provide succinct advice on agency response to deployment targets
- Knowledge of relevant HR policies and procedures including the Critical Incident Response and Recovery Directive and the Critical Incident Entitlements and Conditions Directive

¹ The Deployment Coordinator may work with the agency's existing Ready Reserve Key Contact, who has a range of discrete responsibilities in non-disaster activation periods, or may assume a broader role including those duties.