

Emergency Services Reform Office

Working Group Role Descriptions

Role Description – Working Group Members

Working Group members are appointed to provide leadership and advice on specific functions of the new organisation.

Responsibilities and requirements

- Work with the Chairperson, Executive Officer and other working group members to provide high quality advice to the project team, reference group and Minister for Emergency Services
- Contribute to regular reports to the Reference Group, including an initial workplan for approval, which highlights the deliverables and timelines for the particular working group.
- Attend and actively participate in regular meetings
- Raise any conflicts of interest with the chairperson as early as possible
- Complete tasks as outlined in the work plan

Skills/Knowledge/Experience

- Excellent communication skills
- Knowledge and/or experience related to the focus of the working group
- Ability to work as part of a team
- Excellent time management skills

Role Description – Working Group Chairperson

The Chairperson will ensure the working group is achieving milestones determined in the approved work plan. They will effectively chair meetings and foster a positive team environment.

Responsibilities and requirements

- Provide leadership and direction to the working group to ensure it meets its objectives
- Provide the Project Team and Reference Group with regular reports and updates
- Attend the Reference Group if requested
- Liaise with the executive officer to ensure the administration of the working group is managed
- Lead and develop a work plan and ToR for the working group
- Develop an effective and productive working relationship with the project team and relevant stakeholders
- Attend and participate in regular meetings
- Raise any conflicts of interest with the project team as early as possible and resolve any conflicts raised by working group members
- Complete tasks as outlined in the work plan within agreed timelines

Skills/Knowledge/Experience

- Excellent written and oral communication skills
- Knowledge and/or experience related to the focus of the working group
- Ability to lead and develop an effective team
- Excellent time management skills
- Facilitation skills

Role Description – Working Group Executive Officer

The executive officer will ensure the working group has an effective administrative support including the timely preparation of agendas, minutes and action lists. The executive officer will also facilitate the distribution of key documents and will be the key point of contact (along with the Chairperson) for the working group. They will also be responsible for records management.

Responsibilities and requirements

- Liaise with the chairperson to ensure the effective administration of the working group is provided for
- Assist with the facilitation of information to the working group, project team and stakeholder groups where required
- Attend and actively participate in regular meetings
- Assist in the development of a work plan and customised ToR for the working group
- Ensure that records of meetings are accurately recorded, distributed and stored following government guidelines
- Assist with the completion of tasks as outlined in the work plan
- Assist with travel or ICT requirements (as needed)
- Arrange and book meetings, attendees, venues etc

Skills/Knowledge/Experience

- Excellent written and oral communication skills
- Understanding of administrative and records management processes as they apply to government
- Ability to effectively use Microsoft Office suite of programs (including Word and Outlook)
- Excellent time management skills