



Murrindindi
Shire Council

Position Description

**Manager Fire Recovery
(Bushfire Recovery –
AGRN 1242)**

Professionalism Integrity Accountability Empathy





Murrindindi 2030 Vision

We are sustainable, vibrant and resilient.
We focus on growing our business opportunities.
Our communities are safe and connected, enjoying a healthy and productive lifestyle within our wonderful natural environment.

POSITION TITLE	GROUP
Manager Fire Recovery – Bushfire Recovery – (AGRN 1242)	Community & Development
JOB NUMBER	DEPARTMENT
619	Fire Recovery
CLASSIFICATION	APPROVED BY
Murrindindi Council Enterprise Agreement Senior Executive Officer	Director Community & Development
SIGNED _____	DATE August 2026

Background – Bushfire Recovery (AGRN 1242)

In January 2026, catastrophic bushfires impacted large areas of Victoria, including communities within Murrindindi Shire. The event was declared under the Disaster Recovery Funding Arrangements as AGRN 1242.

The fires caused significant impacts including property loss, disruption to local communities and businesses, environmental damage and ongoing social and economic recovery challenges.

Murrindindi Shire Council plays a key role in coordinating local relief and recovery activities in partnership with Emergency Recovery Victoria, government agencies and community organisations.

This temporary position is funded through the Council Support Fund (AGRN 1242) to lead and coordinate municipal fire recovery activities in relation to the January 2026 fires within Murrindindi Shire

Position Overview and Objective

The Manager Fire Recovery – Bushfire Recovery (AGRN 1242) will lead and coordinate municipal fire recovery activities in relation to the January 2026 bushfires within Murrindindi Shire.

Together with partner agencies and the community, the Manager Fire Recovery – Bushfire Recovery (AGRN 1242) will lead the development, implementation and reporting on the Murrindindi Shire Bush Fire Recovery Plan. This role has a strong strategic advocacy and community focus to achieve optimal outcomes for fire impacted individuals, businesses, community and Council operations. It will maintain strong relationships with various stakeholders, including state and federal government agencies, community organisations and committees.

Key Responsibilities

- Establish and maintain effective working relationships with Local Government Victoria, Emergency Recovery Victoria and other State and Commonwealth Government agencies with responsibilities relating to Bushfire recovery (AGRN 1242) in order to provide responsive, efficient and empathetic support to our communities during their recovery.
- Build upon the work by community in supporting and enabling community recovery from the fire by Working with the Murrindindi Shire Council community to support recovery activities, events and build resilience within the community following the Longwood Fire Event – January 2026].
- Develop and implement a Murrindindi Shire Municipal Bushfire Recovery Plan (AGRN 1242) and gain the endorsement of the key stakeholders for this plan. Establish appropriate ownership and a process for ensuring the Plan is maintained as an effective working document to capture the recovery needs identified by our communities.
- Provide leadership, supervision and ongoing development to staff involved in bushfire recovery activities, promoting wellbeing, capability building, effective performance and a culture of continuous improvement to support the successful delivery of recovery and resilience initiatives.
- Act as focal point for all grant funding agreements which relate to bushfire recovery, ensuring that all reporting and acquittal requirements are fulfilled.
- Coordinate across council the clean-up, restoration and rebuilding of fire impacted infrastructure, incorporating community and sector feedback.
- Facilitate the establishment of Community Recovery Committees, as required, and coordinate support to these Committees to enable them to fulfil their functions effectively and transition towards being able to operate autonomously.
- Coordinate effective and relevant community information and communications.
- Develop and implement appropriate plans to ensure that fire-related grant funding is used to achieve the best outcomes for our communities, aligned with the needs identified by Murrindindi Shire communities.
- Maintain oversight of the delivery of fire recovery tasks assigned to Council staff located in other teams.
- Collaborate closely with Emergency Recovery Victoria to help deliver the maximum possible value and support to our communities.
- Prepare project documentation, quarterly reports and financial acquittal reporting as required under the Council Support Fund AGRN 1242.

- Undertake data analysis, monitoring and evaluation processes throughout the life of the project as agreed in the Murrindindi Shire Bushfire - Recovery/Resilience Plan.
- Collate financial information specifically relating to Longwood Bushfire Event– January 2026 - Recovery/Resilience Plan and Council’s response to the January 2026 Event.
- Ensure appropriate documentation is captured on each transaction which will support acquittal and audits as part of funding requirements and follow up with relevant staff if it is not immediately available.
- Ensure accurate recording of expenditure regarding Council Support Fund AGRN 1242 eligibility requirements.
- To undertake the fire recovery projects in accordance with Emergency Management Victoria guidelines for the Longwood Bushfire Event - January 2026.
- Efficiently and effectively manage and deliver eligible projects under Murrindindi Shire Bushfire Recovery / resilience plan program/s in accordance with Council’s agreed project management framework.

ORGANISATIONAL RELATIONSHIP

Reports to:	Director – Community & Development
Supervises:	Community Recovery Officer (AGRN 1242)
Internal Relationships:	Community Development Unit Community Engagement Unit Development Services Department Economic Development Unit Community Wellbeing Department Leadership team Coordinators and Project Managers Communications team Assets and Environment Team
External Relationships:	Local councils, state and federal government Non- government organisations Community leaders, groups and networks Emergency Recovery Victoria Local recovery committees/ forums Local service providers Local business Health and support service providers Murrindindi Shire Recovery Committee National Emergency Management Agency

Key Selection Criteria

- Relevant qualifications and demonstrated experience in Emergency, Recovery, Community Development, or similar relevant discipline.
- Extensive experience in a management role/s in a related field.
- Proven capacity to deliver innovative programs, projects, initiatives and/or services to the benefit of the community, ideally in a recovery role.
- Interpersonal skills that demonstrate ability to build sustained relationships across stakeholder groups including community and government organisations.
- Proven strong communication, financial, reporting and resource management skills.
- Demonstrable problem-solving abilities, strategic thinking and sound judgement balancing Council, funding provider and community needs.
- Strong customer service focus and demonstrated ability to provide responsive, accurate and informative advice.
- Strong financial and reporting acumen to ensure confidence in delivery and outcomes.

Essential Position Requirements

The following section outlines requirements specific to this job.

Enterprise Agreement Ordinary Hours and Days Clause 16.2	"All" employee
Drivers Licence / Ability to travel	Required to enable travel to different sites (including within and outside the municipality) to undertake the requirements of the role
Physical Requirements	Physical requirement associated with an office based role
Psychological Requirements	All roles at Council have a public accountability and at times will be required to meet specified deadlines, general workload and completion demands and deal with some change that may be beyond the individual's personal control. In addition, this role has exposure to dealing with difficult situations which may include high conflict situations, supporting those experiencing disadvantage or distress, exposure to aggressive or vulnerable persons, providing support or assistance to people impacted by natural disasters
Checks	Police / Criminal Record Check Yes – on commencement and during employment by self-disclosure obligation. Evidence of rights to work in Australia Required Working with Children Check Not required for this role
Matters relevant to the above checks	Nil applicable
Information Technology Literacy	Well-developed knowledge and experience in computer literacy, using Microsoft Suite and other computer programs relevant to the position.
Work location conditions	Hybrid - In accordance with Flexible Work Policy
Outside ordinary hours of work	Ad hoc requirement for outside business hour or after hour work in accordance with business needs
Qualifications / Registrations / Licences / Memberships	As per key selection criteria

Band - Senior Executive Officer

This position exceeds the Banding descriptors in the Enterprise Agreement and will have the following scope.

- Interpret and apply relevant regulations and standards across all works and services delivered by the department and maintain knowledge
- Manage expenditure within budget and delegated authority and apply financial management skills.
- Act within all policies, regulations and legislation in relation to area of responsibility and support others to do the same. Develop and implement policy and strategy as required.
- Make complex and authoritative decisions which may significantly impact internally and externally, based on professional experience and qualifications, and with limited information available.
- Operate highly independently without available guidance from more senior officers.
- Exercise independent judgement in analysing complex and multi-faceted issues based on experience and professional expertise.
- Work independently within the regulatory and Council policy framework, specific delegations and authorisations.
- Identify and implement process improvement and performance monitoring to support delivery of excellent customer service.
- Lead integrated functions to achieve high-quality service delivery.
- Manage organisational processes such as recruitment, contracts and tenders.
- Understand the technical, legal, socio-economic and political context for the provision of services for local communities.
- Manage significant budget and resources and prepare monitor and report on the annual capital and operating budgets.
- Manage, coach and develop staff so that they can achieve their potential and have high levels of engagement. Act to address poor / under performance.
- Work as an effective team member at a senior management level contributing to the overall leadership of transformation in the organisation.
- Highly developed leadership, networking, negotiating, communication, facilitation and conflict resolution skills.
- Strong capacity to advocate, influence and develop submissions and a high level of sophistication in the preparation of correspondence and report writing.
- Foster highly productive working relationships with a range of stakeholders at all levels of seniority including community groups, government agencies and other employees.
- Apply highly developed written and verbal communication skills.
- Represent and promote Council professionally in public, with a clear understanding of the Council vision and relevant policies and strategies, as required.
- Drive organisational improvement and change management strategies.
- Relevant tertiary qualification with significant relevant experience in management, local government or similar industry.

Murrindindi Shire Council acknowledges that Murrindindi Shire exists on Taungurung and Wurundjeri Woi-wurrung Country. We hereby express our respect for the Taungurung people and the Wurundjeri Woi-wurrung people of the Kulin Nation as the Traditional Owners of the land that encompasses Murrindindi Shire.

Organisational Responsibilities

Code of Conduct - comply with and foster an environment where every employee can consistently meet the standards of behaviour that are outlined in the Code of Conduct. Report and address matters or concerns in a timely and appropriate manner.

Values – demonstrate and model Council’s values in all aspects of your role. These values are Professionalism, Integrity, Accountability and Empathy.

Customer Service – deliver excellent service at all levels including internal and external service delivery. Engage with customers and meet community expectations in ways that foster a positive experience and deliver services using simplified but effective processes.

Diversity, Equity and Inclusion – create a psychologically safe culture where everyone feels respected, heard, included and free to speak up.

Safeguarding children, young people and vulnerable community members – promote safeguarding actions, model expected behaviours, speak up and act, and foster communities that are safe and free from violence.

Workplace Health, Safety and Wellbeing – model and set expectations to ensure safe work practice and methods for all. Follow OHS policies and procedures, immediately report and take appropriate action regarding all hazards and incidents. Work in a manner that is safe for you or all others. Use personal protective equipment clothing or equipment (PPE), reduce risks and only perform safe tasks for which you are capable, competent, appropriately trained and where applicable licenced.

Environment & Sustainability – Champion sustainability and make associated behaviour changes that foster environmental protection and sustainability in all that Council does. Create positive impacts on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement.



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