

Position description

Position title:	Principal Recovery Advisor	Team:	Recovery
Division:	Resilience and Infrastructure	Reports to:	Head of Recovery
Department:	Auckland Emergency Management	Direct reports:	0
Unit:	Recovery	Indirect reports:	0



**Our commitment
to te ao Māori**

We honour te Tiriti o Waitangi, accord value to te ao Māori (the Māori world), support kaitiakitanga and are responsive to the needs of Māori. You support and promote the development of staff confidence and capability across te reo Māori, tikanga Māori, te ao Māori and te Tiriti o Waitangi, so everyone can contribute to the delivery of Māori Outcomes for and with Māori.



Purpose of the job

The purpose of the role is to lead recovery preparedness and guide delivery during active recovery, ensuring the council and the communities we support are ready to recover from emergency events and natural disasters.

This includes embedding lessons learned from previous recoveries (such as the 2023 severe weather events) and demonstrating that evidence-based improvements have been implemented through applied learning.

The role has two distinct functions:

- a recovery preparedness function that focuses on planning for recovery from different types of emergencies through relationship management, collaboration, systems development and planning, and
- A recovery management function that guides active recovery delivery in high-pressure environments, enabling Auckland to respond efficiently and recover effectively from future emergencies.

The role will build strong partnerships, foster meaningful engagement, and represent Auckland's interests to influence and advance recovery outcomes. This will include actively connecting with :

- other recovery practitioners (including CDEM Group Recovery Advisors and NEMA).
- Iwi, hapu, mana whenua, and maata waka, as well as elected members and their communities
- key council departments and other relevant stakeholders, especially at strategic or sector-wide levels (e.g. the Insurance Council of NZ)

The Principal Recovery Advisor will hold the role of Alternative Group Recovery Manager and may be included as part of an on-call Group Recovery duty roster.

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Key responsibilities

- Be aware of, and demonstrate, the principles of **Our Charter**. This sets out the expectations for conduct at Auckland Council.
- Be aware of, and demonstrate, **Our Behaviours** in ways that support inclusivity and adaptability in every aspect of our work.
- At Auckland Council, "health and safety starts with me" (ka timata te hauora me te aria hauata ki a au) and everyone has a duty to keep themselves and others safe. Our **Health and Safety Policy Statement** and our **Health and Safety Management Framework (SMF)** explain the specific HSW duties applicable to this role, including Injury Management responsibilities applicable to people leaders.
- Support and promote the delivery of continuous improvement initiatives and actively build and support a continuous improvement culture in your team.

Recovery Preparedness

Considering and incorporating the lessons learnt in the recovery from the 2023 severe weather events in Tāmaki Makaurau Auckland and subsequent experience from across Aotearoa.

Strategy and Planning:

- Work with the Head of Recovery to lead the development of the regional strategic and operational recovery framework
- Lead exploration and discussion of ideas to generate options to improve the recovery work programme implementation
- Identify longer term and strategic risks to the successful implementation of the recovery work programme.
- Develop and implement a continuous improvement framework aligned with AEM and relevant council business units to ensure a structured, consistent approach to identifying lessons and applying learning to improve recovery outcomes.

Technical Advice and Expertise:

- Provide high-quality evidence-based recovery advice and support to ensure that Auckland Council and other CDEM stakeholders comply with any statutory obligations and work in collaboration with each other and the Recovery Team.
- Participate and support national recovery planning forums/workshops and represent the interests of Auckland Emergency Management, the Auckland CDEM Group, and Council.
- Champion the value and inclusion of recovery into relevant aspects of the Auckland Emergency Managements training and work programme.
- Scan the national and international environment for new opportunities to advance recovery management and practice and any associated risks and issues.

Stakeholder Engagement:

- Provide appropriate strategic and operational advice to the Head of Recovery and other recovery partners.
- Develop and build positive relationships with:
 - Recovery Managers and Controllers

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- o key council departments and other external stakeholders (including Central Government agencies and NEMA) ensuring collaboration and facilitating active participation in recovery planning.
- o Mana Whenua, Maata Waka, Local Boards and their communities to understand their different requirements and incorporate this into the recovery planning process.
- Lead or facilitate stakeholder consultation where required. Represent Auckland Emergency Management in relevant internal and external meetings and working groups where appropriate. Engage effectively with recovery academics and practitioners

Personal Management:

- Show a strong commitment to excellence, supported by continuous improvement that enhances performance, personal growth, and wellbeing.
- Be flexible and approach ambiguity as an opportunity rather than an obstacle.
- Identify opportunities for ongoing professional development. Stay informed about legal and regulatory requirements related to emergency management, ensuring our recovery practices comply with relevant laws.
- Promote and implement best practices in emergency management recovery to enhance the efficiency and effectiveness of the function.
- Monitor trends in recovery practice and emerging technologies that can enhance emergency preparedness for recovery.

Active Recovery Delivery

- Support the Head of Recovery/Group Recovery Manager in leading the establishment and operation of the Recovery Function for Auckland Emergency Management - in a potentially challenging and high-pressure environment.
- Support regional level responses by providing emergency management recovery advice, guidance, and expertise across the emergency management system.
- Perform the functions of an Alternative Group Recovery Manager as and when required.

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Outcomes

- You can pronounce and use basic te reo Māori in emails, meetings, and conversations. You understand, demonstrate and value the use of tikanga where appropriate.
- Comprehensive Recovery Documents - Successfully lead the development and implementation of comprehensive recovery documentation that encompass council, partner and sector needs. These should be well-structured, clearly articulate emergency recovery procedures, and include relevant information specific to enacting effective recovery practice, delivery and outcomes.
- Community Confidence and Readiness – Work with (and provide recovery advice to) the AEM Community Planning team and other teams across Auckland Council that work to support communities.
- Stakeholder Collaboration - Collaborate with relevant stakeholders, including council stakeholders, external partners, elected members, community and iwi representatives to gather input and insights for recovery plan development and implementation.
- Integrated Planning Efforts - Coordinate with other teams within the Auckland Emergency Management and wider council to integrate recovery efforts with strategic, policy, operational and training activities. This integration should enhance overall recovery preparedness, and maximise opportunities to complement the work other areas may be doing.
- Leveraging external resources – Under the guidance of the Head of Recovery, collaborate with sector partners, external agencies, and relevant organisations to leverage resources and expertise in plan development. This outcome should result in enriched recovery plans that benefit from diverse perspectives and additional resources.



Key skills

- A strategic thinker and effective communicator who is a strong advocate for community-focused planning, with a systems-based understanding of recovery as an interconnected process across economic, natural, built environment, and community and social domains.
- A good influencer with strong self-awareness and resilience, as well as the ability to remain calm under intense pressure.
- Excellent relationship-building skills, with the ability to develop strong partnerships that deliver collaborative value.
- Strong political acumen, including a proven ability to build trust and credibility with senior politicians and executives.
- Proven ability to provide outstanding service to business partners and stakeholders at a senior level.

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Job requirements

- Tertiary qualification in emergency management or related discipline, with experience in recovery, planning or project management across public sector and/or commercial environments; CIMS trained or able to achieve certification within six months.
- Operate at a strategic level, applying critical thinking and sound judgement to develop strategic frameworks and translate them into effective operational and delivery plans.
- Strong understanding of legal and regulatory requirements relating to emergency management and recovery, with sound knowledge of local and central government processes, procedures, and decision-making environments.
- Ability to plan and deliver in high-pressure, fast-paced and rapidly changing environments, including working closely with senior leaders and elected officials.
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Disclaimer

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

Approving manager:		Version date:	
General Manager Auckland Emergency Management		Dec 2025	
 Job framework	Job function:	Job family:	Job:
	Emergency Management	Generalist	Emergency Management Principal Advisor

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