

**Severe Tropical Cyclone Seroja Staffing to support Budget Estimate question 23.d**

Seroja Position Title	FTE Status	Seroja Start date (Empower)	Seroja end date (Empower)	Contract Type	Duties of role
Recovery Communications Officer	0.6	9/02/2022	19/08/2022	Temporary Contractor	Coordinates and provides corporate strategic communications planning and advice to ensure business goals are met and align with organisational direction. Provides strategic information and advice on behalf of the agency at a Ministerial and Government level. Researches, develops and prepares innovative and creative communication packages to support Seroja State Recovery business practices.
Strategic Communications Manager	1	12/07/2021	20/06/2023 with the possibility of extension	DFES	Manages and provides corporate strategic communications planning and advice to ensure business goals are met and align with organisational direction. Provides strategic information and advice on behalf of the agency at a Ministerial and Government level. Researches, develops and prepares innovative and creative communication packages to support Seroja State Recovery business practices.
Strategic Communications Coordinator	1	6/09/2021	30/06/2023	Temporary Contractor	Coordinates and provides corporate strategic communications planning and advice to ensure business goals are met and align with organisational direction. Provides strategic information and advice on behalf of the agency at a Ministerial and Government level. Researches, develops and prepares innovative and creative communication packages to support Seroja State Recovery business practices.
Digital Communications Coordinator	0.75		10/02/2022	Temporary Contractor	Provides strategic digital communications.
Community Recovery Officer	1	30/08/2021	30/06/2023	DRFA	Provides face to face community support to affected communities to recover from the significant event. This position operates from the Kalbarri hub.
Community Recovery Officer	1	30/08/2021	30/06/2023	DRFA	Provides face to face community support to affected communities to recover from significant emergency events. This position operates from Geraldton, and provides rotational support to the other hubs.
Community Recovery Officer	1	30/08/2021	30/06/2023	DRFA	Provides face to face community support to affected communities to recover from the significant event. This position operates from the Morawa hub.
Community Recovery Officer	1	23/08/2021	30/06/2023	DRFA	Provides face to face community support to affected communities to recover from the significant event. This position operates from the Northampton hub.
Community Recovery Coordinator	1	1/07/2021	30/06/2022	DRFA	Oversees the coordination and planning of the Community Recovery Officer program and the hubs.
Manager Emergency Management (District)	1	15/05/2021	30/10/2021	DFES	Liaises with local government CEOs. Chairs the District Recovery Coordination Group and helped to establish the Local Recovery Coordination Group. Project manage the delivery of residential caravans.
Emergency Management Coordinator (District)	1	15/05/2021	30/06/2022	DFES	Liaises with local government CEOs. Chairs the District Recovery Coordination Group and helped to establish the Local Recovery Coordination Group. Project manage the delivery of residential caravans.
Data Intelligence Coordinator	1	1/07/2021	28/02/2023 with possibility of extension	DFES	Lead and supervise an intelligence and data team to provide intelligence services to support activities associated with recovery. Liaises and coordinate stakeholders to obtain information and data required and interpreted the data to provide situational awareness and regular communications related to recovery procedures and activities.
Analyst Assistant	0.8	28/03//2023	30/06/2022	DRFA	Provides data support to the intelligence Coordinator and report production.
Recovery and Resilience Grants Coordinator	1	9/08/2021	8/08/2022	DRFA	This role provides high level advice to ensure projects are delivered in a coordinated and effective way utilising associated budgets/funding and within required timeframes. The position also provides project and financial management support for the event AGRN965 STC Seroja recovery and resilience activities.
DRFA R&R Building Advisor	0.4	22/11/2021	3/09/2022	DFES	Assists in delivering the Recovery and Resilience (R&R) Grants Program for residential property owners. The position will provide expert advice and practical support to the R&R Grant program through stakeholder and industry engagement, review of building related documentation and inspections of works.
Business & Executive Coordinator	1	27/04/2021	28/02/2022 with possibility of extension	DFES	The Business Coordinator provides advice and information relevant to the State Recovery Controller, Seroja Operations Manager and other key stakeholders. Establishes and maintains business management processes and functions, including assets and office requirements. The position provides high level support to the Seroja Recovery portfolio to ensure appropriate control and oversight of processes and procedures. Prepares correspondence, briefing notes and other executive, Ministerial or Parliamentary submissions, in consultation with relevant stakeholders.
Executive Assistant	1	3/05/2021	29/04/2022	Temporary Contractor	Provides executive assistance to the State Recovery Controller. Provides administrative support as required.
Executive Assistant	1	2/11/2021	14/05/2022	Temporary Contractor	Provides executive assistance to the State Recovery Controller. Provides administrative support as required.
Admin and Finance officer	1	9/05/2022	30/06/2022	Temporary Contractor	Provides administrative and financial advice to the project.
Management Accountant	1	12/10/2021	20/05/2022	SWITCH Secondment	Reviews and develops financial planning, processes and budget systems in accordance with appropriate legislation and in collaboration with stakeholders. Ensures a systematic consistent and planned approach to budgeting cycle as per legislation, acts, processes and guidelines.
Grants Delivery Manager	1	9/06/2021	17/12/2021	DFES	Provides leadership and strategic set up of the Premiers Grant and Recovery and Resilience Grants.
Grants Support Officer	1	30/08/2021	21/02/2022	DRFA	The Grants Support Officer is responsible for processing grant applications under the Resilience and Recovery Grant program, which provides reimbursement grants to assist people impacted by Tropical Cyclone Seroja rebuild or improve the resilience of their homes. The Grants Support Officer is responsible for ensuring all grants are assessed and acquitted in accordance with legislative and funding requirements.
Grants Support Officer	1	11/04/2022	30/06/2023	DRFA	The Grants Support Officer is responsible for processing grant applications under the Resilience and Recovery Grant program, which provides reimbursement grants to assist people impacted by Tropical Cyclone Seroja rebuild or improve the resilience of their homes. The Grants Support Officer is responsible for ensuring all grants are assessed and acquitted in accordance with legislative and funding requirements.
Grants Support Officer	1	30/08/2021	25/03/2022	DRFA	The Grants Support Officer is responsible for processing grant applications under the Resilience and Recovery Grant program, which provides reimbursement grants to assist people impacted by Tropical Cyclone Seroja rebuild or improve the resilience of their homes. The Grants Support Officer is responsible for ensuring all grants are assessed and acquitted in accordance with legislative and funding requirements.
Senior Grants Support Officer	1	23/08/2021	9/03/2022	DRFA	The Senior Grants Support Officer is responsible for grant administration, applicant support services and compliance processes for the Resilience and Recovery Grant program, which provides reimbursement grants to assist people impacted by Tropical Cyclone Seroja to rebuild or improve the resilience of their homes.
Project Coordinator State Recovery - Seroja	1	16/08/2021	31/12/2021	SWITCH Seconded DoH	This role provides high level advice to ensure projects are delivered in a coordinated and effective way utilising associated budgets/funding and within required timeframes. The position also provides project and financial management support for the event AGRN965 STC Seroja recovery and resilience activities.
DRFA Policy Officer	0.8	10/01/2022	10/07/2022	SWITCH Secondment DPLG	Secondment to provide policy support and development related to DRFA.
State Recovery Controller	1	15/04/2021	31/03/2023	DFES	The State Recovery Controller has a critical role in ensuring the recovery effort includes the community perspective by applying the National Principles for Disaster Recovery.
Project Coordinator Grants Monitoring & Evaluation Project Officer	0.8 trial basis 30 May - 30 August	16/08/2021	30/06/2023 with possibility of extension	DRFA	Provides high level advice to ensure projects are delivered in a coordinated and effective way utilising associated budgets/funding and within required timeframes. The position provides monitoring and evaluating project support for the event AGRN965 STC Seroja recovery and resilience activities.
Operations Manager	1	27/06/2022	TBA	DFES	Provides leadership, strategic planning, program delivery, stakeholder engagement, State and Commonwealth grant programs, and knowledge of parliamentary and executive government processes. The role engages with many external stakeholder groups including other government agencies, local and national industry bodies, local governments, and local communities.
Strategic support & Coordination Manager	1	7/05/2022	9/12/2022	DFES	This position is responsible for leading and managing the Strategic Support and Coordination team to deliver State Recovery Plan and funded programs.
Grants Delivery Manager	1	TBA	TBA	DRFA	The position is responsible for leading and managing the Grants Delivery Team to deliver three DRFA Grant Programs to optimize outcomes for community members impacted by TC Seroja.