

INTERNSHIP PROJECT BRIEF

Title: CDEM Operational Readiness Intern	Unit: Civil Defence Emergency Management (CDEM)
Total hours: 20 hours a week	Location: Justice & Emergency Services Precinct - Christchurch
Start date: March 2021	Days and hours of work: Flexible to be discussed and agreed with intern
Salary: Unpaid / Voluntary	

Summary:

1. Operational Readiness – CDEM Radio Network Review
2. Operational Readiness – IT Response Systems Overview

Christchurch City Council's Civil Defence Emergency Management (CDEM) Unit operates across the key areas of Readiness and Response in regards to managing major emergencies. Operational Readiness relates to some of the work that we do in peacetime that allows for a smoother response during emergency events such as a natural disaster involving flooding, tsunami, earthquakes, landslides and anything that involves a major welfare impact to the citizens of the city.

In order to be better prepared for responding to emergencies. The CDEM Unit is looking to identify areas for improvement in our existing radio network and IT response systems.

Purpose:

1. To review current Council CDEM communication capability across Christchurch City and Banks Peninsula inclusive of all CDEM radios and communication systems
2. To review existing IT response systems in use by Council CDEM and to conduct gap-analysis on our portfolio of systems to determine what might be missing and what might need improving.

Outcomes	Measurement of outcome success
<ul style="list-style-type: none">• Provide an overview of all existing systems and dependencies	<ul style="list-style-type: none">• Overview provides detailed information on the location, capability and capacity of CDEM equipment. Provision of this information into GIS layer(s) and other suitable formats for developing future Asset Management Plans (AMP) and/or procurement plans.
<ul style="list-style-type: none">• Identify gaps in our networks and systems capability with a view to future proofing against future requirement in the sector, and also	<ul style="list-style-type: none">• Provide information on use of existing systems and whether there are improvements to be made, or additional upgrades/systems that are needed to bridge gaps identified.

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on whether the current technology is fit for purpose.	
<ul style="list-style-type: none">• Provide recommendations to resolve identified gaps in capability and capacity across the Council CDEM network and IT response systems.	<ul style="list-style-type: none">• An outline implementation plan is developed.

Tasks

- Conduct system wide thematic review
- Identify issues and gaps in capacity/capability
- Present information in GIS and other suitable formats as required
- Provide recommendations for futureproofing Council CDEM systems

Key Milestones

- To be determined with candidate

Key skills and experience

- Someone with GIS capability is desired as this can't be taught
- Emergency Management experience for context is an advantage but CDEM input will be provided
- Must have an affinity with communications technology

Desired qualification or department of college

- Potentially Disaster Management but could also be an ICT focused area with no emergency management experience

Desired key personality and behavioural attributes

- Self-motivated. Confident enough to be able to meet with external and internal stakeholders as the 'lead' for the project. Able to present information in a professional manner. Sense of humour.

Benefits

- An insight into Council CDEM and emergency management in general. An opportunity to be part of developing a world-class communications response to major disasters. Training in the Coordinated Incident Management System (CIMS) used across the whole of New Zealand.
- You will receive a 'Certificate of Placement' that you can attach to your CV which will confirm details of the placement that you have undertaken

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