

# CURRICULUM VITAE

## JARROD GORDON COBURN

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### Précis

#### **Employment:**

Senior Advisor, Wellington City Council  
Risk and Assurance Advisor, Department of Corrections  
Executive Director, New Zealand Resilience Trust  
Development Manager, Royal NZ Plunket Society

#### **Qualifications:**

Master of Management Degree, Victoria University of Wellington (*completing 2011*)  
Bachelor of Tourism and Services Management, Victoria University of Wellington  
National Certificate in Ambulance (L4), National Ambulance Officer Training School

#### **Key Experiences:**

Community, social development and community governance  
Experience at senior governance level on community trusts  
International speaker on community resilience  
Risk and emergency management

## EMPLOYMENT EXPERIENCE

2001	<b>Royal NZ Plunket Society - Development Manager</b>		<b>Wellington Free Ambulance – Paramedic (volunteer position)</b> <ul style="list-style-type: none"> <li>• Medal for service to volunteering</li> </ul>
2002	<ul style="list-style-type: none"> <li>• Implementing and executing new fundraising strategy</li> <li>• Senior member of the Marketing and Communications Team</li> </ul>		
2003	<ul style="list-style-type: none"> <li>• Management of annual appeal process, including 15,000 volunteers</li> <li>• Reporting to Board on matters regarding development</li> </ul>		
2004	<ul style="list-style-type: none"> <li>• Preparing internal and external communications</li> <li>• Assisted in change management process of organisational redevelopment</li> </ul>		
2005	<b>Water Safety New Zealand - National Project Manager (contract 1yr)</b> <ul style="list-style-type: none"> <li>• National boat- and river safety programmes</li> <li>• Marketing and communications</li> <li>• Assisted in development of business continuity programme</li> <li>• Developed the adult 'RiverSafe' education programme from the school curriculum version</li> <li>• Responsible for ensuring RiverSafe provider network was trained to suitable standard</li> </ul>		
2006	<b>Wellington City Council - Senior Advisor City Communities</b> <ul style="list-style-type: none"> <li>• Community liaison for the Northern Ward</li> <li>• City-wide responsibilities for Community ICT, Homelessness, Volunteering</li> <li>• Health &amp; Safety Representative</li> <li>• Project-managed fit-out and launch of Tawa Community Centre and assisted project management of Newlands Community Centre</li> </ul>		<b>New Zealand Resilience Trust – Executive Director</b> <ul style="list-style-type: none"> <li>• Developed the first community resilience trust (North Wellington)</li> <li>• Change management in communities</li> <li>• Developed education programme teaching resilience and disaster preparedness</li> <li>• Developed the New Zealand Resilience Corps Ambulance Service</li> <li>• Adult education tutor</li> </ul>
2007	<ul style="list-style-type: none"> <li>• Left to pursue full-time tertiary study</li> </ul>		
2008	<b>Aviation, Tourism and Travel Training Organisation - Qualifications Developer (on contract for 1yr)</b> <ul style="list-style-type: none"> <li>• Developed Flight Attendant, Airport Ground Operations, Tour Attraction, Leadership and Guiding qualifications</li> </ul>	<b>Ministry of Fisheries/MAF – Communications Officer (ongoing casual position while studying)</b> <ul style="list-style-type: none"> <li>• Operational communication for entire country</li> <li>• Often sole-charge position with critical operational H&amp;S responsibilities</li> <li>• Police (QID) and Security Intelligence Service clearance (currently CONFIDENTIAL level, vetting for TOP SECRET underway)</li> </ul>	<hr style="border-top: 1px dashed black;"/> <b>Draco Foundation – Trustee (volunteer position)</b> <ul style="list-style-type: none"> <li>• Developed Council Watch and National Residents Association Database</li> <li>• Convened the Residents2010 Conference</li> </ul> <p>Undertaken national research projects on local government and communities</p>
2009			
2010	<b>Bizwell Limited / Resilience NZ Ltd – Company Director</b> <ul style="list-style-type: none"> <li>• Disaster, emergency and H&amp;S training</li> <li>• Peer review of emergency plans</li> <li>• Resilience development</li> </ul>	<b>Department of Corrections – Risk Advisor (fixed term contract)</b> <ul style="list-style-type: none"> <li>• Reviewing Risk Management Framework</li> <li>• Extensive knowledge of M_o_R™ methodology and ISO 31000:2009</li> </ul>	
2011			

## SUMMARY OF KEY EMPLOYMENT EXPERIENCE

### CENTRAL GOVERNMENT – (various agencies, 2008-present day)

My experience working for- and with a number of central government agencies in the past four years has provided me an insight into the workings of government and the differences between agencies.

Whilst studying I have worked for **Ministry of Fisheries/MAF**, in their Field Office Communications unit. This often involves solo responsibility for **nationwide communication** with Fishery Officers and staff and Navy via radio and other technologies, and attending to enquiries from the **public** in general. This includes responsibility for the very popular 0800 4 POACHER hotline. The role has a significant intelligence-gathering and **analysis** component.

In February I was appointed to review and redevelop the **Risk Management Framework** for the **Department of Corrections**. This agency has significant public safety responsibilities and operates in a high-risk environment. The Framework included authoring the Risk Management **Policy**, Process Guide, and the Departmental Risk Management **Strategy** amongst other key documents. This contract was completed at the end of September 2011.

Also this year – via a private contract – I have provided training and advice to the **Ministry of Economic Development**. This involved **training** for all national office and **Intellectual Property Office** emergency personnel, peer reviewing the MED's emergency plan, and advising on strategy using the Ministry of Civil Defence and Emergency Management's **National Response Plan**.

In 2008 I audited the business continuity plans of all 120 government agencies in Wellington and provided a report to the **State Services Commission**, Wellington City Council and **Department of Prime Minister and Cabinet**.

### WELLINGTON CITY COUNCIL – Senior Advisor (Community) 2006-2008

My role with WCC involved building relationships and bridging the gap between Council and communities. My specific area of focus was **homelessness**, gay and lesbian community, volunteering across the city, information and communications technology (e.g. the capital broadband project), and building key relationships in the city's Northern Ward.

I **project-managed** the development of the Tawa Community Centre. This building is the back-up centre for Council operations in the event of **business discontinuity**. I worked closely with the Information Services team to develop workable co-sharing of the facility, oversaw the fit-out of the building during this time, and undertook a highly successful **community engagement programme** based around the Centre.

### NEW ZEALAND RESILIENCE TRUST – Executive Director 2007-2010

The NZRT is a non-governmental organisation that promotes the development of resilience within New Zealand communities. It has a focus on self-sufficiency, preparedness and interconnectedness amongst individuals and groups.

As Executive Director I led the development of a **model of community resilience** that was received well amongst emergency management professionals internationally. In my time there we developed two community resilience groups, contributed to the debate on **disaster preparedness** in New Zealand at both Ministry and Ministerial levels, and initiated two major national projects: the National Residents' Association Database, and Council Watch (which I left the NZRT to manage in 2010).

## SKILLS BASE

<b>Relationships</b>	<ul style="list-style-type: none"><li>• Excellent and accomplished networker</li><li>• Open-minded and egalitarian, empathetic</li><li>• Capable of seeing multiple perspectives of the same situation</li><li>• Democratic negotiator</li></ul>
<b>Leadership</b>	<ul style="list-style-type: none"><li>• Natural leader with well-honed people skills</li><li>• Confident</li><li>• Solid understanding of governance processes</li><li>• Excellent meeting skills (chairing, facilitation and participation)</li><li>• Articulate</li><li>• Hard working and a good role model</li></ul>
<b>Management</b>	<ul style="list-style-type: none"><li>• General management</li><li>• Leadership</li><li>• Report writing</li><li>• Strategic planning</li></ul>
<b>Communication and Liaison</b>	<ul style="list-style-type: none"><li>• Website design/development</li><li>• Newsletter publication</li><li>• Expert at MS Office suite and report-writing</li><li>• Public speaking experience both internationally and domestically</li><li>• Excellent verbal- and written communications skills</li></ul>
<b>Contracts</b>	<ul style="list-style-type: none"><li>• Good understanding of contract- and tort law</li><li>• Negotiation skills</li></ul>
<b>Maori</b>	<ul style="list-style-type: none"><li>• Advanced understanding of Te Tiriti o Waitangi and the socio-political effects it has had on Aotearoa New Zealand</li><li>• Familiar with Tikanga Māori, good pronunciation, can speak some reo (for protocol purposes)</li></ul>
<b>Pasifika</b>	<ul style="list-style-type: none"><li>• Experience working alongside Pasifika peoples and attending fono</li></ul>
<b>Professional Development</b>	<ul style="list-style-type: none"><li>• Excellent self-development skills</li><li>• Strong learner ethic</li><li>• Highly motivated</li></ul>

## QUALIFICATIONS AND EDUCATION

1998			
1999	Victoria University of Wellington – Bachelor of Tourism and Services Management	National Ambulance Officer Training School – National Certificate in Ambulance (L4)	
	<ul style="list-style-type: none"> <li>• Major in General Management</li> </ul>		
2000			
2001			
2002	Victoria University of Wellington – Post graduate papers in Marketing and Management		
2003	Auckland University – Business School		
	<ul style="list-style-type: none"> <li>• Understanding Accounting (short course)</li> <li>• Fundraising for Corporates and Not for Profits (short course)</li> </ul>		
2004	Massey University – 2 x Papers in adult education		
2005	Rescue 3 International – White Water Rescue Technician Microsoft New Zealand – Project Task Management		
2006	Tai Poutini Polytechnic – 5 x NZQA Civil Defence Emergency Management unit standards		
2007	Impac Training – Health and Safety Representative		
2008	Massey University – Post Graduate Diploma in Emergency Management (abandoned to pursue Masters degree)		
2009	Victoria University of Wellington – Master of Management Studies ( <i>expected to be completed December 2011</i> )		
2010			<ul style="list-style-type: none"> <li>• Thesis dissertation focuses on community governance and organisational behaviour, resilience, and residents' associations</li> </ul>
2011			

## PERSONAL CHARACTERISTICS

- Wry sense of humour
- Optimistic and good-tempered
- Forward-looking, big-picture thinker
- Motivated and motivational
- Excellent English language skills (written and oral)

## KEY LIFE SKILLS

- Health & safety consultant
- Volunteer (BLS) Paramedic
  - Wellington Free Ambulance, 1998 to 2002
  - North Wellington Resilience Trust Community Ambulance, 2008-current
- Conference convenor/Event Organiser
  - National Residents' Association Conference, Wellington – 2010
  - Northern Wellington Festival – 2008 and 2009
- Speaker
  - 9th Annual Disaster Management Conference, Wellington – 2010
  - World Conference on Disaster Management, Toronto – 2009
  - Plenary Speaker – WCDM Australasian Disaster Summit, Sydney – 2009
  - NZ Volunteering Conference, Wellington – 2009
- Member of the Wellington ACE (Adult Community Education) Network
- Web developer
- Author of several commentaries, research reports and papers on community resilience
- Director/Producer – 48 Hour film competition
  - 2008 – “The Orphan and the Inn”
  - 2009 – “Larger than Life”
  - 2011 – “Crimes of the Century”
- Lifetime history of involvement with community organisations and residents' groups
- Non-smoker
- Drug- and alcohol free
- Full NZ drivers licence

## REFEREES (Please advise before contacting)

Character reference: Hon. Peter Dunne, MP (Minister for Revenue, New Zealand Government)

Employment references: Malcolm Sparrow (Chair, Tawa Community Board)  
Bridget Murphy (Manager CommCen, MAF – formerly Min. Fisheries)  
John Henderson (Director RABI, Department of Corrections)  
Tracy Hurst-Porter (Board Member, New Zealand Resilience Trust)  
Mike MacLeod (Board Member, Draco Foundation)

Academic: Dr. Urs Daellenbach (Masters supervisor, Victoria University of Wellington)