

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Emergency Management and Business Continuity Officer
<b>Award Classification:</b>	HS4
<b>Award / Agreement Name:</b>	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Position Reports to:</b>	Manager – Emergency Preparedness and Business Continuity

### EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs. *'Being part of Eastern Health is being part of a welcoming team of healthcare experts'* is achieved through Eastern Health's strategic goal of HEALTHIER TOGETHER.



## 1. POSITION SUMMARY

The role will focus on improving, implementing, advising and actioning Eastern Health's emergency prevention, preparedness, response and recovery related processes. Reporting to the Manager – Emergency Preparedness and Business Continuity the role will engage and work with relevant business units and frontline managers across the organisation using high level project management, coordination and organisational skills to successfully achieve Eastern Health's Emergency Management objectives.

## 2. MAJOR DUTIES AND/OR RESPONSIBILITIES

### 2.1 Emergency Management

- Coordinate, schedule, conduct and monitor the emergency preparedness face to face training program for frontline staff, including first attack (extinguisher) training and local emergency exercises.
- Coordinate, schedule, conduct and monitor internal audits of the Emergency Management and Business Continuity System, including Emergency Control Rooms, Incident Command infrastructure and equipment, Incident Command documentation and Business Continuity Plans.
- Assist local and site managers with the review, development, implementation and testing of emergency management plans and business continuity plans;
- Contribute to the review, improvement and implementation of the Emergency Preparedness and Business Continuity Management Systems to enable Eastern Health to meet the requirements of AS 4083 Planning for Emergencies in Health Facilities and National Safety and Quality Health Service (NSQHS) Standards; including policy, procedures, frameworks, incident management, education and instruction and business continuity planning.
- Provide support to Incident Command Teams during an event as directed by the Manager, Emergency Preparedness and Business Continuity or the Director Risk, WHS, Emergency Management and Wellbeing.
- Ensure business units utilise the tools and supports provided to achieve emergency management compliance, preparedness, and effective response, facilitating effective recovery to business as usual operations;
- Undertake and document risk assessment/s of Emergency response equipment and standard operating procedures in consultation with key stakeholders;
- Collaborate, coach and partner with teams to achieve broad engagement with stakeholders, growing organisational and individual capability and resilience;
- Liaise with key internal and external stakeholders as required to develop and implement agreed procedures, education, plans and actions as directed by the Manager Emergency Preparedness and Business Continuity ensuring compliance;
- Provide reports on activities and tasks undertaken to meet organizational metrics and key performance indicators.
- Participation in emergency planning and management committees across the organisation (as required) to provide guidance and advice
- Where compliance lags and risks are inadequately controlled, escalate these to the Manager – Emergency Preparedness and Business Continuity; and
- Undertake and participate in investigations and review of Emergency Preparedness and response to events..

### **3. SAFE PRACTICE AND ENVIRONMENT**

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information [here](#).

#### **Occupational Health and Safety**

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

### **4. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

### **5. QUALITY**

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

### **6. CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

### **7. EQUAL EMPLOYMENT OPPORTUNITY**

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour, and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

## Our commitment to Diversity, Equity & Inclusion

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please [click here](#).

## 8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## 9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

## 10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

## 11. NOTE

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Healthcare workers are strongly recommended to follow COVID vaccination recommendations provided in the [Australian Immunisation handbook \(based on ATAGI advice\)](#). Seasonal vaccination*

*against influenza is a mandatory requirement of this role and employment is conditional on this being up to date prior to employment.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager

INCUMBENT STATEMENT

*I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ATTACHMENT 1

### KEY SELECTION CRITERIA

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#### Essential

- Proven technical skill and knowledge in emergency preparedness and management. Ability to demonstrate that you have kept up to date with current developments and trends in emergency preparedness and management. Ability to leverage expert knowledge to accomplish results.
- Demonstrated ability to establish, develop and maintain relationships with internal and external stakeholders and others who are willing and able to provide the information, ideas, expertise, and/or influence needed to achieve work goals.
- Demonstrated ability to effectively and ethically leverage relationships to gain acceptance of ideas and commitment to actions that support specific work outcomes.
- Proven development and implementation of emergency management and business continuity systems including policy, procedure, local emergency procedures manuals, emergency coordination frameworks, incident management, education and instruction, business impact assessment, business continuity planning and training frameworks
- Ability to maintain systems to collect, monitor and review information needed to manage risks associated with emergency preparedness and management and business continuity.
- Excellent organisational skills with demonstrated ability to work independently to organise and prioritise workload, handle multiple tasks and work efficiently and effectively to deadlines;
- Sound communication and influencing skills. Ability to utilise networks and negotiation skills to resolve matters and promote engagement.
- Proven ability to manage and deliver projects successfully and within agreed timeframes.
- Demonstrated ability to identify and understand problems, hazards, risks and opportunities by gathering, analysing, and interpreting quantitative and qualitative information. Ability to use this information to take action that is consistent with available facts and constraints and optimises outcomes.
- Understanding the needs and perspectives of internal or external stakeholders when making decisions, making recommendations and taking action.
- Current Police History Check
- Current Victorian Driver's Licence

### **Desirable**

- Relevant Tertiary qualifications in Emergency Management, OHS or equivalent
- Certificate IV in Training and Assessment is preferred.
- AIIMS qualifications will be considered favourably.

### **Aboriginal & Torres Strait Islander Candidates**

*Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.*

*An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at [Aboriginal.Workforce@easternhealth.org.au](mailto:Aboriginal.Workforce@easternhealth.org.au)*