Position Title: Emergency Management Advisor

Campus: Ballarat

Directorate: People and Culture

Department: Health, Safety and Wellbeing

Reporting to: Manager Health Safety and Wellbeing - Ballarat

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: Grade 4 (HS4-HS29)

Enterprise Agreement: Allied Services, Managers and Administrative Workers (VPS) Enterprise Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over $700m.

Collaboration *We are stronger together.*	*Compassion* *We show that we care.*	*Accountability* *We do what we say and say what we do.*	*Respect* *We appreciate and value all people.*	*Innovation* *We adapt and innovate to achieve best outcomes.*
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

To provide a high level of emergency management expertise and support to Grampians Health Ballarat campuses to ensure that emergency management planning, training, response and reporting is in place and operating effectively. As well as providing advisory and auditing services for internal stakeholders the role is also required to provide appropriate and effective liaison with regulatory authorities.

Deliver operational emergency management across GH-W and GH-E through scheduled on-site delivery of exercises, training, incident coordination and maintenance of Emergency Control Organisations (ECo) competency; act as the primary on-site EMA when rostered.

KEY ACCOUNTABILITIES

- Support and advise where required, the Emergency Planning Committee (EPC) and prepare monthly executive reporting on plan status, exercises, corrective actions and risk treatment.
- Provide training and mentorship to key stakeholders to ensure all campuses are practiced in each aspect of the emergency plan
- Ensure emergency plans and programs are mapped to applicable standards and legislative duties. Maintain audit-ready evidence (training records, exercise reports, corrective action registers).
- Coordinate internal and external audits, inspections and regulatory interactions relating to emergency management.
- Maintain relationships with emergency services, municipal/state emergency management bodies and relevant external agencies; represent the organisation in regional emergency forums.
- Provide specialist emergency management expertise to local and regional stakeholders as agreed by the Health and Safety Manager Ballarat.
- Develop and maintain the emergency management resources SharePoint pages for use across Grampians Health
- Maintain oversight of emergency management incidents, participate in investigations where required and ensure learnings are embedded within the organisation.
- Deliver on-site implementation of emergency plans, run exercises (tabletop, functional), and deliver training and competency assessments for ECo members. Maintain and update evacuation diagrams, site briefs and laminated quick-reference plans for each campus.
- Act as primary on-site EMA when rostered; support and advise on initial incident response as required, maintain incident logs and handover appropriately to the for strategic escalation as required.
- Conduct regular checks of life-safety equipment (radios, generators, signage, evacuation alarms) and log faults for repair and corrective action tracking.
- Schedule and deliver monthly site briefings, induction for new staff, and local stakeholder engagement to build and maintain relationships.
- Lead debriefs after incidents and exercises, prepare after-action reports and ensure corrective actions are recorded, assigned and progressed to closure.

KEY SELECTION CRITERIA

Qualifications and experience

ESSENTIAL:

- Experience in emergency management co-ordination and implementation
- Experience in developing and delivering emergency management programs

DESIRABLE:

- Qualifications in Public Safety (Emergency Management) and/or Occupational Health and Safety and/or previous experience in a similar role
- Certificate IV in Training and Assessment (TAE40110) or equivalent
- Experience in the healthcare sector

Technical/Professional Knowledge and Skills

ESSENTIAL:

- Understanding of legislation and relevant Australian Standards as applied to emergency management
- Excellent record keeping standards
- High level written and verbal communication and interpersonal skills

DESIRABLE:

- Advanced skills in data analysis and reporting writing

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.

- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- 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.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.