

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Emergency and Fire Safety Coordinator
Position Number:	Generic
Classification:	General Stream Band 5
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Infrastructure - Facilities and Engineering
Position Type:	Permanent, Full Time
Location:	South, North, North West
Reports to:	Regional Manager - Facilities Management and Engineering Services
Effective Date:	December 2022
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Emergency Management experience and knowledge, preferably in a Health Care setting

NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Manage, plan and coordinate a comprehensive emergency management program ensuring compliance with legislation, industry best practice, strategic objectives and accreditation relating to emergency management.

Provide technical advice to internal stakeholders and senior management on a broad range of issues in relation to emergency management, fire prevention, fire detection and the Emergency Warning Intercommunications Systems.

Provides emergency management education to staff and contractors for nominated sites.

Duties:

1. Provide high level advice, specialist knowledge and expertise to ensure emergency management plans and evacuation plans are maintained in accordance with all relevant Statutory and Legislative requirements across all nominated sites.
2. Participate in Chief Warden roster, where appropriate, to ensure compliance with AS 3745-2010.
3. Develop, conduct and/or coordinate, and report on annual exercises to test emergency procedures.
4. Participate in the development of external procurement, contract management and compliance reporting for a range of emergency management and fire evacuation services contracts.
5. Coordinate and/or conduct annual exercises/drills in accordance with required Legislation and Standards to test and evaluate the effectiveness of emergency management and evacuation plans.
6. Ensure that nominated sites have appropriate emergency evacuation and fire safety roles in place and maintain associated records, including ensuring there are adequate numbers to manage risk.
7. Plan, conduct and record fire safety training to ensure compliance with relevant legislation.
8. Maintain an education program for existing staff in relation to emergency evacuation and fire safety training within all nominated sites, including training of emergency evacuation and fire safety roles.
9. Ensure all fire safety equipment and fire protection systems are tested and maintained in accordance with relevant standards and regulations, ensuring appropriate records are maintained and risks escalated to the relevant Regional Manager - Facilities Management and Engineering Services.
10. Conduct audits in accordance with relevant legislation to ensure emergency evacuation and fire safety compliance across nominated sites.
11. Liaise with Facilities and Engineering teams to coordinate and supervise hot work permit process.
12. Develop a working relationship with the local Fire Service, other regional Emergency and Fire Safety Coordinators and related emergency services.
13. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

Under the direction of the Regional Manager - Facilities Management and Engineering Services, the Emergency and Fire Safety Coordinator is required to work within established guidelines and with a high degree of autonomy in ensuring the day-to-day coordination and maintenance of standards related to Emergency Management.

The occupant of this role will:

- Proactively work with managers and staff to achieve a high level of emergency management awareness and preparedness, as well as compliance with legislative and accreditation requirements.
- Identify, assess, report, and mitigate risk. Support health service accreditation processes. Promote and undertake Quality Improvement activities relevant to focus of duties.
- Work as a team member.

- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities, and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Significant experience in emergency management, evacuation and fire safety compliance, business continuity or risk management activities in a large organisation.
2. Sound knowledge of relevant legislation relating to emergency evacuation and fire safety compliance.
3. Demonstrate leadership qualities including the ability to work and respond in a high-pressure environment subject to emergency situations and to provide support and direction to staff in the event of an emergency.
4. Demonstrated high-level organisational skills, including a proven ability to plan, and set priorities, utilising initiative, and professional judgement, in an environment subject to work pressures and change.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).