

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Team Leader - Emergency Management
Position Number:	521599
Classification:	General Stream Band 7
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Community, Mental Health and Wellbeing – Ambulance Tasmania
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Manager, Emergency Management and Special Operations
Effective Date:	January 2022
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Current Driver Licence</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Desirable Requirements:	<p>Tertiary qualifications in emergency management</p> <p>Qualifications in Leadership</p> <p>Ability to obtain current Negative Vetting Level I security clearance</p> <p>Qualification and/or experience in incident management, particularly the Australasian Inter-Service Incident Management System (AIIMS) or Major Incident Medical Management System (MIMMS)</p>
Position Features:	<p>Undertake on-call and operational duties, as and when required</p> <p>Intra and interstate travel may be required</p>

Note: 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:

Responsible for supporting the Manager, Emergency Management and Special Operations through the provision of specialist advice regarding strategic and policy issues impacting on the effective delivery of emergency management in Ambulance Tasmania.

Lead and facilitate projects related to the implementation of emergency management strategy and policy across Ambulance Tasmania, working in collaboration with other areas of the Department of Health (DoH) and the broader emergency management sector, as appropriate.

Responsible for emergency management and special operations planning and reporting processes for Ambulance Tasmania.

Duties:

1. Lead the development of strategic direction and planning for emergency management and special operations in Ambulance Tasmania.
2. Provide informed and authoritative advice and recommendations across a broad range of emergency management issues.
3. Prepare and review high level correspondence, reports and submissions for the Manager, Emergency Management and Special Operations, Ambulance Tasmania Executive, Ministers and Cabinet, within required timeframes.
4. Lead and manage the development and implementation of emergency management and special operations projects, facilitating effective change management and achievement of required milestones and outputs within allocated timeframes, resources and budget.
5. Establish and maintain productive relationships with a broad range of internal and external emergency management stakeholders, including Departmental Executive members, Department of Health (DoH) business units, Governing Council, other government agencies, the Australian Government Department of Health and Ageing, and key stakeholders in the Tasmanian community, such as industrial organisations and the University of Tasmania.
6. Represent the Manager, Emergency Management and Special Operations, and Ambulance Tasmania, with the authority to conduct and commit to negotiated outcomes regarding agreements, strategies, policies, programs and objectives relevant to Ambulance Tasmania functions.
7. Support and maintain an effective and efficient Ambulance Tasmania Emergency Management and Special Operations (EMSO) Unit, facilitating workflow and developing, monitoring and reporting on performance indicators.
8. In collaboration with the Manager, Emergency Management and Special Operations, undertake business system and process analysis and redesign, and devise and implement strategies to improve the performance of emergency management capabilities.
9. Represent the Manager, Emergency Management and Special Operations and Ambulance Tasmania on inter and intra-government forums and committees, as required.
10. 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.

11. 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:

This position operates with a significant degree of autonomy, under the guidance and direction of the Manager, Emergency Management and Special Operations.

The role requires that the highest standards of quality, accuracy and timeliness of advice are maintained and that decision making reflects effective and efficient use of Ambulance Tasmania resources.

This role is responsible for:

- Providing emergency management strategic and policy advice to inform Ambulance Tasmania.
- Representing the Manager, Emergency Management and Special Operations and Ambulance Tasmania in relevant jurisdictional and national forums, as required.
- Providing leadership, within the Ambulance Tasmania Emergency Operations Centre (ATEOC).
- Championing a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercising 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.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Health Care Workers within Ambulance Tasmania are expected to comply with the *Ambulance Tasmania Clinical Staff Immunisation Policy*. This position is a designated Category B position.

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
 - e. serious traffic offences

2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated knowledge and experience in emergency management and special operations within ambulance or other emergency services, including understanding of contemporary emergency management frameworks, methodologies and underpinning legislation.
2. High level strategic, conceptual, analytical and creative skills including an ability to understand the political, social and organisational environment impacting on Ambulance Tasmania and identify relevant issues.
3. Demonstrated understanding of contemporary management practices, with high level management skills to form effective and efficient teams, and the ability to manage human, financial and physical resources, to monitor efficiency and effectiveness, and to achieve results.
4. Demonstrated development of strategy and business planning, including the development of key performance indicators and reporting mechanisms.
5. Highly developed interpersonal, communication, negotiation and conflict resolution skills, as well as a demonstrated ability to develop comprehensive reports, business cases, government briefings and other high-level documents.
6. Well-developed project management skills and the ability to deliver outputs and outcomes for multiple competing priorities within stringent timeframes.

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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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](#)