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## SA Health Job Pack

Job Title	Emergency Management Co-ordinator
Eligibility	Open to Everyone
Job Number	720681
Applications Closing Date	10 April 2020
Region / Division	Yorke and Northern Local Health Network
Health Service	Corporate Services
Location	Location is negotiable across Yorke and Northern Local Health Network
Classification	ASO7
Job Status	Permanent Full-time position
Total Indicative Remuneration	\$112,502 - \$121,533 p.a.

## Contact Details

Full name	Paul Fahey
Phone number	8823 0200
Email address	<a href="mailto:Paul.Fahey@sa.gov.au">Paul.Fahey@sa.gov.au</a>

## Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☐ Working with Children Check - **DHS**
- ☒ Unsupervised Contact with Vulnerable Groups Employment Screening - **NPC**
- ☐ Disability Services Employment Screening - **DHS**
- ☒ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Immunisation

### **Risk Category C (minimal patient contact)**

- This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category C (minimal patient contact). [Please click here for further information on these requirements.](#)

# Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✎ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✎ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

\* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



## ROLE DESCRIPTION

<b>Role Title:</b>	Emergency Management Co-ordinator
<b>Classification Code:</b>	ASO7
<b>LHN/ HN/ SAAS/ DHS:</b>	<input type="checkbox"/> Barossa Hills Fleurieu Local Health Network <input type="checkbox"/> Eyre and Far North Local Health Network <input type="checkbox"/> Flinders and Upper North Local Health Network <input type="checkbox"/> Limestone Coast Local Health Network <input type="checkbox"/> Riverland Mallee Coorong Local Health Network <input checked="" type="checkbox"/> Yorke and Northern Local Health Network
<b>Hospital / Service / RSS</b>	Yorke and Northern Local Health Network
<b>Division:</b>	Corporate Services
<b>Role reports to:</b>	Director, Corporate Services
<b>Role Created/ Reviewed Date:</b>	October 2019
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> DHS Working With Children Check (WWCC) <input type="checkbox"/> DHS Disability Services Employment Screening <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups
<b>Immunisation Risk Category</b>	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

## ROLE CONTEXT

### Primary Objective(s) of role:

The Emergency Management Co-ordinator contributes to the design, conduct and management of disaster resilience across the Yorke and Northern Local Health Network. The Emergency Management Co-ordinator is responsible for the emergency response, major incident management and business continuity planning for the LHN. The Emergency Management Co-ordinator will also ensure effective and efficient fire safety services across the LHN including emergency response requirements.

In particular, the incumbent will be accountable for initiatives to enable a robust Planning, Preparedness, Response and Recovery (PPRR) framework to be adapted consistently across the Local Health Network, in line with SA Health policy.

### Key Relationships/ Interactions:

#### Internal

- > The role reports to the Director, Corporate Services.
- > The incumbent will liaise and maintain a close working relationship with LHN staff on a regular basis.
- > Works collaboratively with staff of other LHN's and key contacts within SA Health.

#### External

- > Works and liaises with, but not limited to, the following key external stakeholders;
  1. Private agencies;
  2. Other Government agencies;
  3. Health Advisory Councils and members;
  4. Members of the public as required.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Ability to multi-task in a high pressure environment with conflicting priorities.
- > Ability to prioritise workload to meet the current demands and most critical deadlines.
- > Ensuring timeframes associated with projects are met.
- > Ensuring documentation is of a high quality and in accordance with relevant procedures and guidelines.

**Delegations:**

- > Group E – Level 6 Financial Delegations within SA Health Local Health Network.

**Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

**Performance Development:**

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

**General Requirements:**

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- > Work Health and Safety (WHS).
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > Keeping Them Safe Legislation (inclusive of Mandatory Notifier).
- > Disability Discrimination.
- > Code of Fair Information Practice.
- > Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

**Handling of Official Information:**

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

**White Ribbon:**

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

**Cultural Statement:**

Yorke and Northern Local Health Network welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Yorke and Northern Local Health Network is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

### Special Conditions:

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory National Police Certificate (NPC).
- > Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of unsupervised contact with vulnerable groups.
- > Prescribed positions under the Disability Services Act 1993 must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit
- > NPCs and DHS Disability Services Employment Screenings must be renewed every 3 years thereafter from date of issue.
- > WWCCs must be renewed every 5 years thereafter from date of issue.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > Current SA Drivers Licence and willingness to drive is essential.
- > Some out of hours work may be required.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<b>Responsible for the management and implementation of LHN Business Continuity Management Programs (BCP's) by:</b>	<ul style="list-style-type: none"> <li>&gt; Oversight of the Business Continuity Plan (BCP) policy and framework.</li> <li>&gt; Ensuring consistent application of the BCP framework by providing leadership and support to LHN Management.</li> <li>&gt; Plan, co-ordinate and deliver education and training to LHN in BCP related functions.</li> <li>&gt; Assisting LHN sites to develop consistent and effective BCP's.</li> <li>&gt; Provision of advice and assistance to LHN sites in planning and running BCP exercises.</li> </ul>
<b>Lead the development and implementation of a sound Planning, Preparedness, Response and Recovery (PPRR) framework for the LHN by:</b>	<ul style="list-style-type: none"> <li>&gt; Ensure accurate policy, practice and procedure documentation is established and maintained.</li> <li>&gt; Undertake risk management of proposed initiatives to ensure they comply with the PPRR framework.</li> <li>&gt; Development and implementing quality and improvement processes.</li> <li>&gt; Support and assist LHN sites to develop, implement and review their emergency management plans to ensure consistency.</li> <li>&gt; Participate in the planning, co-ordination and delivery of education and exercise programs.</li> </ul>
<b>Lead the emergency and incident response co-ordination by:</b>	<ul style="list-style-type: none"> <li>&gt; Support LHN site responses to emergency incidents.</li> <li>&gt; Planning and conducting site disaster exercises on a regular basis.</li> <li>&gt; Assist with the conduct and recording of debriefing sessions following disaster exercises and events.</li> <li>&gt; Contribute to any follow up or actions identified or recorded, following disaster exercises and events.</li> <li>&gt; Identifying and assessing potential risks in relation to fire safety and emergency responses, and developing strategies to minimise or eliminate risks.</li> <li>&gt; Continually reviewing and monitoring the LHN's emergency management procedures against best practice and make improvements where necessary.</li> </ul>
<b>Provide support and expert advice in business continuity and emergency management to LHN sites by:</b>	<ul style="list-style-type: none"> <li>&gt; Providing strategic and operational advice to LHN executive, relevant committees and groups in relation to fire safety, chemical handling and emergency planning.</li> <li>&gt; Co-ordinate and conduct presentations and workshops as required.</li> <li>&gt; Undertake audits to ensure LHN sites are complying with PPRR framework requirements.</li> <li>&gt; Undertake research and analysis of best and emerging practices.</li> <li>&gt; Represent the LHN on internal, external and state committees or working groups.</li> </ul>
<b>Provide support and advice in security management to LHN sites by:</b>	<ul style="list-style-type: none"> <li>&gt; Developing, reviewing and maintaining procedures and guidelines that contributes to best practice management and operation of fire safety and emergency management responses.</li> <li>&gt; Co-ordinate and support to LHN staff when responding to emergencies and alarms.</li> <li>&gt; Review reports on security incidents and breaches.</li> <li>&gt; Investigate and identify solutions for security related issues.</li> <li>&gt; Analyse data to formulate proposals and improvements to security matters across the LHN.</li> </ul>

<p><b>Contribute to the understanding and application of SA Health policies and procedures including by:</b></p>	<ul style="list-style-type: none"> <li>&gt; Ensure the compliance of the LHN with relevant law and South Australian Government, Department of Health and SA Health Local Network policies.</li> <li>&gt; Contribute to counter disaster planning and preparedness as required.</li> <li>&gt; Assist with and support any internal or external audit processes.</li> <li>&gt; Ensuring the promotion and implementation of the General Public Sector Management Aims, Personnel Management Standards and employee conduct standards – in particular Code of Ethics, Equal Opportunity and Work Health Safety by adhering to the provisions of relevant legislative requirements, and demonstrating a commitment to the Premier's Safety Commitment.</li> <li>&gt; Support values that respect historical and contemporary Aboriginal Cultures so that Aboriginal people are recognised as having special connection with the State.</li> <li>&gt; Ensure the needs of all cultures are met through the provision of appropriate services.</li> </ul>
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## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications:**

- > Nil

#### **Personal Abilities/Aptitudes/Skills:**

- > Demonstrated ability to liaise and communicate effectively both verbally and in written form, and establish positive working relationships with staff at all levels.
- > Demonstrated ability to sustain high level performance, determine priorities, organise workloads and meet demanding work deadlines.
- > Ability to analyse problems and demonstrate autonomy, authority and sound judgement in developing and implementing solutions in line with agency policies and procedures.

#### **Experience:**

- > Experience in leading, co-ordinating and communicating effectively in emergency situations.
- > Experience in development of emergency plans, instructions and standard operating procedures and exercises.
- > Experience in dealing with complex issues, including under significant time pressures.
- > Experience in the review and improvement of systems, practices and procedures.
- > Demonstrated experience in preparing executive reports, letters, minutes and briefing papers.

#### **Knowledge:**

- > Knowledge of contemporary emergency management practices, especially in the area of Health Services.
- > Knowledge of administrative functions at an Executive level.
- > Knowledge, understanding and commitment to;
  - Customer Service and continuous quality improvement principles;
  - WHS and Injury Management;
  - Equal Employment Opportunity; and
  - Confidentiality.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications:**

- > Appropriate tertiary qualification.

### **Personal Abilities/Aptitudes/Skills:**

### **Experience:**

- > Experience in the public sector health system.
- > Experience in working with emergency services at a local and state level

### **Knowledge:**

- > Sound knowledge of government legislation relating to *South Australian State Emergency Management Act 2004*
- > An understanding of emerging directions and key challenges for health services.

## **Organisational Context**

### **Organisational Overview:**

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

### **Our Legal Entities:**

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network, Riverland Mallee Coorong Local Health Network, Yorke and Northern Local Health Network and SA Ambulance Service.

### **SA Health Challenges:**

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

**Health Network/ Division/ Department:**

Local Health Networks aspire to be the best provider of rural and remote health services in Australia. LHN's through the inspiration and hard work of its people, deliver high quality and innovative health services to improve health outcomes for country South Australians. LHN's deliver a comprehensive range of health services in hospital and community settings according to population needs. It focuses on integrating its service delivery with metropolitan hospitals and other service providers in country locations. The safety and quality of health services in country South Australia is of primary importance. LHN's participate in rigorous national accreditation processes and engage local community members to provide insight and knowledge of the needs of consumers and potential strategies to achieve the best service.

## Values

**SA Health Values**

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- >We are committed to the values of integrity, respect and accountability.
- >We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- >We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

**Code of Ethics**

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- >Democratic Values - Helping the government, under the law to serve the people of South Australia.
- >Service, Respect and Courtesy - Serving the people of South Australia.
- >Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- >Accountability- Holding ourselves accountable for everything we do.
- >Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

## Approvals

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

## Role Acceptance

### Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:Signature:**

**Date:**