

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Senior Planner
<b>Position Number:</b>	Generic
<b>Classification:</b>	General Stream Band 6
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Clinical Quality, Regulation and Accreditation Emergency Preparedness and Response Unit
<b>Position Type:</b>	Permanent / Full Time
<b>Location:</b>	South, North, North West
<b>Reports to:</b>	Director - Emergency Preparedness and Response
<b>Effective Date:</b>	September 2023
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	Current Driver's Licence
<b>Desirable Requirements:</b>	Relevant qualification from a recognised tertiary institution or equivalent experience Negative Vetting I level security clearance
<b>Position Features</b>	A flexible working arrangement may be negotiated  In the event of a major emergency, the Senior Planner may be required to work outside normal working hours to support DoH and/or broader whole-of-government emergency response and recovery operations  Regular intrastate travel is a requirement of this role  Must be available to participate in an on-call Duty Officer roster

*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:

The Senior Planner works as part of the Emergency Preparedness and Response Unit (EPRU) statewide team to plan and coordinate emergency management systems and processes within an emergency risk management framework, consistent with legislative, regulatory and accreditation requirements, as well as Departmental, local, regional, and state emergency management strategic policies and plans.

The Senior Planner provides sound advice to the Director Emergency Preparedness and Response, internal and external stakeholders on emergency management matters.

## Duties:

Under the leadership of the Director - Emergency Preparedness and Response:

1. Within a service area of responsibility, write, review, and validate service escalation and surge demand plans to contribute to the development of an agency-wide emergency management capability and incident management framework for the Department.
2. Collaborate with internal and external stakeholders to ensure that the service area's escalation and surge demand planning, emergency notification procedures, and emergency risk management process is efficient, effective, and compliant with the Department's risk management framework.
3. Establish, maintain, and promote cooperative and collaborative partnerships with intra-agency, regional, local, non-government, and community stakeholders in relation to emergency management.
4. Participate in committees and sub-committees at state, regional and local levels with a focus on risk identification and mitigation strategies for all hazards, and integrated planning and response for emergency management, including capability, resilience building and improved interoperability.
5. During an emergency, provide high level advice on emergency management plans and arrangements through participation in an Emergency Operations Centre or a Regional Emergency Coordination Centre, reporting emergency impact and damage data to the EPRU Directorate, and liaising with health service leaders, senior managers (clinical and non-clinical), and other local and regional emergency services as needed.
6. Act as the EPRU Statewide Program Manager when required.
7. 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.
8. 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:

The occupant will model behaviours that evidence commitment and support to the goals of the Department. This includes displaying a collaborative, supportive communication approach in undertaking all aspects of the role.'

The occupant of this position works with significant operational autonomy under the broad direction of the Director, Emergency Preparedness and Response. The occupant is responsible for:

- Developing and/or maintaining service escalation and surge demand policies, plans and procedures to enhance the emergency preparedness, response, and recovery capability of the Department.
- Working as part of the EPRU statewide team to plan and coordinate emergency management systems and processes within an emergency risk management framework, consistent with regulatory, legislative and accreditation requirements, emergency management best practice, as well as Department, regional and local emergency management strategic policies and plans.
- Contributing to the development and implementation of a statewide exercise management schedule to validate emergency management plans and procedures to continuously improve the Department's approach to emergency preparedness for health services.
- Providing authoritative and strategic advice to internal stakeholders, senior management, and external stakeholders such as other government and local government agencies on a broad range of issues relating to health sector emergency management.
- Demonstrating resilience and persistence in balancing the needs of competing demands and maintaining a high-quality professional service.
- 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.

## 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:

In the context of the focus of duties, please address the following capabilities:

### 1. Shapes Strategic Thinking

Well-developed strategic and operational understanding of contemporary emergency preparedness and response issues affecting emergency preparedness and response capability and development within the Department and/or broader Tasmanian emergency management sector.

### 2. Achieves Results

Experience in research and policy development with demonstrated high-level analytical skills, the ability to examine and evaluate information, legislation, regulations and policy directions to produce advice and recommendations for appropriate action.

### 3. Conscientious

Well-developed organisation and time management skills with a demonstrated capacity to meet deadlines working independently or in a dynamic small team environment.

### 4. Cultivates Productive Working Relationships

Experience in resolving complex issues through liaison with a wide range of stakeholders with demonstrated high-level interpersonal and communication skills and the ability to build and maintain effective working relationships and professional networks, including in a high-pressure environment.

### 5. Communicates with Influence

High-level written and oral communication skills with a demonstrated capacity to consult, negotiate, facilitate, and resolve conflict across a broad range of stakeholders, including senior management, and to convey complex information succinctly and clearly.

### 6. Professional Expertise

Ability to analyse emergency preparedness and response issues within the context of the Tasmanian health system and Tasmanian Emergency Management Framework with a demonstrated capacity to identify key aspects and develop planning and remediation options, including the drafting of emergency preparedness and response policy, plans and procedures.

## 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](#).