

## POSITION DESCRIPTION

Emergency Management Co-Ordinator

*Supporting Everyone to be healthy and live well*

### PURPOSE OF THE ROLE

The objective of this position is to ensure Echuca Regional Health (ERH) is well prepared for non-clinical emergencies through effective planning, training, response coordination and implementation of emergency preparedness measures whilst ensuring all legislative compliance is met. This includes large responsibility for Fire Risk Management and Essential Services Building Compliance to support a safe environment for Staff, Patients and Visitors.

Position Details	
Position Title:	Emergency Management Co-ordinator
Department	Engineering & Facilities
Reports to:	Executive Project Manager
Positions Reporting to this role:	Nil
FTE:	1
Budget:	Nil
Enterprise Agreement:	Health & Allied Services, Managers and Administrative Workers EA 2021 - 2025
Position Classification:	HS5
Position Description last reviewed:	May 2025

Key Accountabilities
Develop and deliver structured training, coaching and mentoring programs for Area Wardens and Chief Wardens to enhance their capability in leading emergency responses within the health service setting
Build the capacity of ERH staff, who have an emergency management role, to confidently respond to an emergency event
Oversee and monitor ERH's adherence to the Fire Risk Management for Hospital Guidelines, ensuring all fire safety obligations are met and integrated into policy and operational protocols
Maintain and monitor systems that ensure all essential services within ERH buildings are compliant with relevant building codes and regulations, including routine audits and reporting
Regularly review, update, and test emergency evacuation plans across all ERH sites, ensuring alignment with legislative requirements and best practice emergency preparedness standards
Provide expert advice and strategic input to the Executive Project Manager regarding identified emergency management gaps, including recommendations and cost estimates required to address those gaps effectively
Champion a consistent, organisation-wide approach to emergency management, including the development and implementation of standardised procedures, training, and communication strategies

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- Serve as the Emergency Management Liaison Officer (EMLO) when required, providing coordination and liaison between ERH and external emergency services or agencies during emergency incidents
- Identify, investigate, and evaluate opportunities for continuous improvement in emergency management processes, systems, and readiness across ERH
- Lead the review, development, and implementation of ERH's Business Continuity Plans, ensuring they are current, risk-based, and aligned with organisational objectives and regulatory expectations
- Actively contribute to relevant internal and external committees such as the Occupational Health and Safety (OHS) Committee, providing specialist emergency management input to enhance organisational resilience and staff safety

### Organisational Responsibilities

- Positively promote ERH within and externally to the organisation
- Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct
- Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position
- Comply with relevant registration bodies mandatory continuing professional development requirements
- Carry out all work and interactions in alignment with the CARE values
- Report all incidents and near misses as soon as possible after the event
- Participate in risk management activities and assist with identification and control of risks within their department or area of work
- Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements

### CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:



<b>Collaboration</b> 	<p>Works with a team focus Cooperates with others and gains input and support to assist in achieving objectives We work with others to achieve shared goals</p>
<b>Accountability</b> 	<p>Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them</p>
<b>Respect</b> 	<p>Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience</p>
<b>Excellence</b> 	<p>Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do</p>

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Key Relationships	
Internal	External
Executive Project Manager- Engineering	EMLO responsible organisations
Facilities Manager	Worksafe
Department Heads / Executive	
Staff in the Warden structure	

Selection Criteria
<b>Highly Desirable Specialist Expertise:</b>
Experience in Emergency Management within a health service/local government or relevant industry
Comprehensive knowledge of Essential Service Safety Measures testing and reporting requirements for Healthcare buildings
Experience in conducting emergency scenario training
Proven ability to write clear and concise reports, develop well-structured business cases and provide strategic advice to support informed decision-making and budget planning
Satisfactory evidence of; National police check, Working with Children's Check, NDIS Worker Screening Check and Vaccination status in line with credentialing committee requirements for this role
<b>Desirable:</b>
Experience in Fire-Fighting and Fire Protection Systems
Experience in AIIMS
Experience managing emergency situations including building evacuations
Certificate IV in Training and assessment
Certificate IV in OHS

Leadership Capabilities					
The table below indicates the leadership capability levels required. This table will need to be read in conjunction with the ERH Leadership Capability Framework. ✓ <b>PLEASE USE A TICK ICON TO INDICATE REQUIRED LEVEL</b>					
Category	Descriptors	Foundation	Proficient	Advanced	Highly Advanced
<b>Collaboration</b> 	Inspires direction & purpose			✓	
	Turns challenges into opportunities			✓	
	Communicates effectively			✓	
	Builds relationships			✓	
	Works collaboratively			✓	
<b>Accountability</b> 	Acts with integrity			✓	
	Demonstrates accountability			✓	
	Drives accountability			✓	
	Manages self		✓		

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	Promotes innovation		✓		
<b>Respect</b> 	Accessible communicator		✓		
	Values difference		✓		
	Consistently articulates direction		✓		
	Empowers others		✓		
	Respectfully influences		✓		
<b>Excellence</b> 	Delivers results			✓	
	Plans and prioritises			✓	
	Thinks and solves problems			✓	
	Consumer focus		✓		
	Innovation change leader		✓		

### TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: \_\_\_\_\_ Date:        /        /

Print Name: \_\_\_\_\_

cc: Employee File