



HSS Registered

## Manager Emergency Management

**Health Salaried Officers Agreement: Level G-8**

**Position Number: 008258**

**Mental Health, Public Health and Dental Services**

**North Metropolitan Health Service**

### Reporting Relationships

Executive Director  
 Mental Health, Public Health & Dental Services  
 HES Grade C – Health Professional  
 Position Number: 008266



Director Public Health  
 HSO Level: G11  
 Position Number: 007238



**This Position**



- Also reporting to this supervisor:**
- Head of Department MCDC, MP
  - Clinical Nurse Manager MCDC, SRN4
  - Manager Health Promotion, HSO G8
  - Medical Director Tuberculosis Control, MP
  - Medical Director Humanitarian Entrant Health Service, MP
  - Clinical Nurse Manager – TB & HEHS, SRN4
  - State Medical Director DonateLife, MP
  - Clinical Nurse Manager – DonateLife, SRN4
  - Clinical Psychologist, HSO G9

<p>Directly reporting to this position:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Title</th> <th style="width: 30%;">Classification</th> <th style="width: 30%;">FTE</th> </tr> </thead> <tbody> <tr> <td colspan="3">Nil</td> </tr> </tbody> </table>	Title	Classification	FTE	Nil			<p>Other positions under control</p> <ul style="list-style-type: none"> <li>• Nil</li> </ul>
Title	Classification	FTE					
Nil							

**Prime Function/Key Responsibilities**

Responsible for the development, implementation and management of a comprehensive approach to emergency procedures and major incident management for Mental Health, Public Health and Dental Services (MHPHDS).

Ensures Business Continuity Plans, disaster plans, pandemic plans and emergency procedures are developed and maintained, including associated operational processes. Provides specialist advice as a member of the Emergency Control Group.

## Brief Summary of Duties

### 1. Leadership and Emergency Management

- 1.1 Responsible for the development, implementation and management of a comprehensive approach to emergency procedures and major incident management.
- 1.2 Aligns emergency management operational activities to the organisation's objectives.
- 1.3 Identifies analyses and evaluates trends and activity and maintains an expert awareness of key reform initiatives in Emergency Management and participates in developing strategies to proactively manage key reforms.
- 1.4 Develops and maintains the MHPHDS Emergency Management Framework, and in collaboration with internal and external agencies in relation to emergency management ensures that a state of readiness exists to efficiently deal with any emergency situation.
- 1.5 Provides advice, information and recommendations in relation to emergency management to internal and external key stakeholders following emergency incidents and ensures recommendations are implemented.
- 1.6 Ensures that emergency management activities are organised within agreed ABF/ABM funding parameters and ensures that variations to funding and anomalies are managed and reported to line manager.
- 1.7 Fosters and promotes evidence based education and research programs. Oversees emergency preparedness mandatory and general training programs in conjunction with other relevant staff.
- 1.8 Acts professionally and impartially at all times and responds in a positive and flexible manner to change and uncertainty.
- 1.9 Achieves results through identifying opportunities for continuous improvement, maintaining awareness of best practice, and a personal commitment to quality outcomes.
- 1.10 Builds productive relationships through cooperation and partnerships to deliver mutually beneficial outcomes relevant to emergency procedures and disaster preparedness.
- 1.11 Assists the Emergency Control Group as operationally required during activation of the hospital emergency procedures following a declared emergency.
- 1.12 Ensures clinical and corporate documentation and information is correctly collected in the required information systems.
- 1.13 Guides, coaches and develops staff through clear performance standards, delivering constructive, feedback and dealing promptly with unsatisfactory performance.

### 2. NMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 3. Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Demonstrated extensive experience in emergency management in a large complex organisation.
2. Demonstrated knowledge of legislative and Australian Standards requirements in emergency management relating to hospitals.
3. Demonstrated high level conceptual, analytical and interpretation skills.
4. Demonstrated communication (written and verbal) skills, including communication at all levels.
5. Excellent project management skills.
6. Demonstrated knowledge of, and commitment to, quality improvement principles and accreditation processes and the ability to apply these within a health setting.

### Desirable Selection Criteria

1. Possession of or significant progress toward a post-graduate qualification in area of specialty.
2. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

### Manager/Supervisor

Name:

Signature/HE:

Date:

### Dept./Division Head

Name:

Signature:

Date:

### Position Occupant

Name:

Signature:

Date: