

Position Description

Emergency Preparedness Coordinator

Classification:	HS4 – Administrative Officer Grade 4
Business unit/department:	Health, Safety and Wellbeing
Work location:	Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025 Choose an item. Choose an item.
Employment type:	Full-Time
Hours per week:	38
Reports to:	Manager, Emergency Management and Business Continuity
Direct reports:	Nil
Financial management:	Budget: Nil
Date:	April 2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

This purpose of this position is to develop and deliver an emergency preparedness program that ensures that Austin Health has robust, current emergency procedures and staff that are trained and supported to respond to an emergency incident.

About the Directorate

Austin Health’s Emergency Preparedness and Business Continuity team provides strategic planning, training, and policy formulation to ensure Austin health is prepared to plan for and respond effectively to an emergency incident. The scope of the portfolio encompasses the stages of prevention, preparedness, response, and recovery.

Position responsibilities

- Manage the warden training program to ensure Austin Health has emergency warden coverage in line with AS 3475-2010. This will include reviewing and developing online training materials, delivering warden and fire extinguisher training using VR systems (e.g. Flaim) as part of the training experience, and maintaining an accurate warden register.
- Represent and report on the EM Program on the Emergency Planning Committee.
- Assist with the development, updating and exercising of Local Evacuation and Response Code plans, evaluate outcomes, and provide recommendations for continuous improvement.
- Regularly review and update plans, protocols and training to incorporate lessons learned from investigations, exercises, training and best practice
- Establish and maintain relationships with internal and external stakeholders by attending appropriate meetings and participating in related network groups.
- Maintain the EMBC website to ensure information and resources are current.
- Act as an SME for enquiries related to emergency planning and preparedness.
- Coordinate the review of Response Code procedures to ensure Austin health procedures are current and aligned with the relevant legislation and standards.
- Coordinate post-incident reviews for Respond Red and Respond Orange incidents.
- Other duties in the Health, Safety and Wellbeing team as required by Line Manager.

Credentialing and Scope of Clinical Practice

There are no credentialing requirements for this role

Selection criteria

Essential skills and experience:

- Extensive knowledge and experience in emergency planning, response, and recovery processes.
- Experience in developing and delivering a training program, including development of training materials and support resources, and support for emergency exercises.
- Experience in providing small group training and assessment.
- Experience in applying emergency management concepts and legislation to review and develop emergency procedures, including maintaining organisation wide procedures, training materials and local emergency plans.
- Well-developed interpersonal, presentation, consultation and written skills including the development and presentation of reports to various levels of management.
- Ability to anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience.

Desirable but not essential:

- Formal qualification in training and assessment
- Experience using VR systems (e.g. Flaim) to enhance the training experience
- Experience in developing and delivering emergency exercises



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Professional qualifications and registration requirements

There are no professional qualifications or registration requirements for this role

Quality, safety, and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues, and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality, and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or



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Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy, and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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