

Position Description

Emergency Preparedness and Business Continuity Lead

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| Classification: | EX06 |
| Business unit/department: | Emergency Preparedness and Business Continuity |
| Work location: | Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input checked="" 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 |
| Employment type: | Full-Time |
| Hours per week: | 38 |
| Reports to: | Director, Health Safety and Wellbeing |
| Direct reports: | Nil |
| Date: | June 2025 |

Position purpose

The Emergency Preparedness and Business Continuity Lead provides an important role as subject matter expert in support of Austin Health's capability for preparedness and continuity of operations during emergencies and crises. The role leads the development, implementation, and maintenance of comprehensive emergency preparedness and business continuity plans, strategies, exercises and training to ensure organisational resilience and ability to respond effectively to various scenarios.

About the Directorate/Division/Department

The Health, Safety & Wellbeing department sits within the People & Culture directorate at Austin Health. It is based at Heidelberg Repatriation Hospital, and is responsible for providing advisory services, strategic direction and planning for the workforce health, safety and wellbeing across all campuses, covering approximately 11,000 employees.

Key areas of responsibility include occupational health and safety management systems; injury management and return to work; workforce wellbeing; and emergency preparedness and business continuity.

Position responsibilities

Role Specific:

Leadership

- Manage, lead and provide strategic guidance on business continuity and emergency preparedness.

Business Continuity and Emergency Preparedness Planning

- Develop, implement, and maintain comprehensive business continuity and emergency management systems (policies, and procedures) tailored specifically for Austin Health.
- Collaborate with the Executive and senior management to identify critical business functions, assess potential risks, and develop mitigation strategies to minimise disruption and ensure provision of services continuity.
- Coordinate relevant governance arrangements including Risk Profile Reviews, Emergency and Disaster Planning Committee and related working groups
- Coach and partner with stakeholders across the organisation to support business impact analysis and plans to minimise organisational disruption.
- Coach and guide managers on their responsibilities relating to business continuity.
- Lead and participate in investigations or debriefs relating to business continuity.

Emergency Response Management

- Develop and implement comprehensive emergency preparedness and management tools and training to support the plans, policies, and procedures relating to non-clinical emergencies.
- Coach and guide incident management teams, ensuring a timely and effective response to emergencies.
- Coach and guide managers on their responsibilities relating to emergency preparedness and management.
- Coordinate, lead and participate in investigations and/or debriefs relating to emergency situations.
- Collaborate with internal departments and external agencies to establish effective communication channels and enhance coordination efforts.

Training and Assurance

- Conduct regular training sessions and exercises to enhance staff readiness and familiarise them with emergency procedures and business continuity plans.
- Educate managers and staff on the importance of business continuity and emergency preparedness, ensuring a culture of preparedness throughout the organisation.
- Develop and implement an organisational plan to test and evaluate organisational and local non-clinical emergency plans and responses.
- Develop and implement an organisational plan to test and evaluate organisational and local business continuity plans and responses.
- Coordinate exercises, 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



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- Stay updated on current trends, regulations, and industry best practices in business continuity and emergency preparedness and management.

Risk Assessment and Business Impact Analysis

- Coach senior management to conduct risk assessments to identify potential threats and vulnerabilities and perform a business impact analysis to evaluate the potential consequences of disruptions and prioritise critical functions for recovery.
- Maintain the organisational risk profile relating to emergency preparedness and management, and business continuity.
- Develop and deliver performance reporting for committees including Executive.

Relationship Management

- Collaborate with internal stakeholders, including executive, department heads, and operational teams, to align business continuity and emergency preparedness and management efforts with organisational strategies.
- Cultivate relationships with external partners, such as government agencies, regulatory bodies, and community organizations, to enhance coordination and obtain necessary resources during emergencies.

All Employees:

- Comply with Austin Health policies & procedures as amended from time to time
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments.
- Maintain a safe working environment for yourself, colleagues, and members of the public. Escalate concerns regarding safety, quality, and risk to the appropriate staff member, if unable to rectify yourself
- Comply with the principles of patient centered care.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.

Selection criteria

Essential Knowledge and skills:

- Undergraduate degree in Emergency Management, Business Continuity or a related field.
- Extensive experience (5+ years) in business continuity, emergency management or related fields, preferably in the healthcare industry.
- Proven experience managing a team and delivering results in a high-pressure environment.
- Proven experience in the delivery and coordination of Emergency Management and Business Continuity Training.
- In-depth knowledge of healthcare requirements, standards, and best practices related to business continuity and emergency preparedness.
- Excellent leadership and communication skills, with the ability to effectively engage and



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collaborate with stakeholders at all levels of the organization.

- Strong analytical and problem-solving abilities, with a track record of implementing effective programs and driving continuous improvement.
- Ability to prioritize tasks, manage competing demands, and work effectively in a fast-paced healthcare environment.
- Demonstrated commitment to promoting a positive safety culture and inspiring a high level of engagement and compliance among employees.

Desirable but not essential:

- Member of a relevant association.
- Experience in business continuity, emergency management or related fields in the healthcare industry.

Quality, safety and risk

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 the requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions

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.



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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 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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