

Position Description

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| Position title | Disaster and Emergency Management Lead |
| Status | Fixed Term Full time - Part Time considered |
| Location | Eight Mile Plains |
| ABOUT PRIMARY HEALTH NETWORKS (PHNS) AND BRISBANE SOUTH PHN | |
| <p>Brisbane South PHN is one of 31 regional Primary Health Networks (PHNs) established nationally by the Australian Government to help deliver an efficient and effective primary health care system for the people of Australia. We work with health professionals and communities to understand our region's health and wellbeing needs, and commission services that respond to those needs. By investing in person-centred, place-based models of care, we deliver results for the people and communities in our region and support broader health system reform.</p> <p>As a local agent of system change for the people in our region, we're committed to:</p> <ul style="list-style-type: none"> • deeply understanding the health needs and service gaps in our region • commissioning safe, equitable health services in response to people's needs • improving health literacy and access to health services in our communities • supporting health professionals and workers in the primary health system • partnering to deliver better health outcomes and experiences of care for people in our region. <p>Our vision is 'healthy thriving communities'.</p> <p>Our values are Respect, Courage, Integrity, Equity, Collaboration, and Excellence shaping the way we work with our stakeholders and with each other.</p> <p>Our purpose is partnering with care providers and communities to strengthen health and wellbeing, especially for those with the greatest need.</p> | |
| POSITION OBJECTIVE | |
| <p>The objective of this position is to:</p> <ol style="list-style-type: none"> 1. Lead the internal and external response to disaster management including the development, implementation and regular review of the PHNs Disaster and Emergency Plan. Ensure all plans and initiatives align with legislative requirements and recognised standards in emergency management. 2. Work collaboratively with internal and external stakeholders, including local governments, community organisations, primary healthcare providers, and emergency service organisations, to foster a unified approach to disaster management. 3. Develop and implement strategies that enhance the capability of primary healthcare providers and communities' capacity to effectively prepare for, respond to, and recover from disasters. | |
| REPORTING RELATIONSHIPS | |
| Reporting to | Manager Stakeholder Engagement and Strategic Partnerships |
| Direct reports | Nil |
| Indirect reports (Team size) | Nil |
| KEY RELATIONSHIPS | |

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| External | Department of Health and Aged Care, Hospital and Health Services, local governments, community organisations, primary healthcare providers, and emergency service organisations |
| Internal | All Brisbane South PHN teams |
| Delegation Authority | As assigned by the Brisbane South PHN Delegation of Authority Policy |
| KEY RESPONSIBILITIES | |
| Disaster Management <ul style="list-style-type: none"> Lead the development and review of strategic and operational frameworks and protocols for disaster and emergency management (in line with Emergency Preparedness Policy Guidelines provided by the Department of Health and Aged Care). Develop and maintain the Brisbane South PHN Disaster and Emergency Management Plan through a continuous improvement plan comprising regular reviews and audits, planning, and conducting disaster event simulations and conducting de-briefing exercises post disaster events with relevant internal and external stakeholders. Coordinate ongoing disaster recovery activities, including lessons learned, and evaluate process improvement initiatives for the enhancement of the disaster and emergency plans. Prepare, review and deliver relevant documentation including internal/external reports to a high standard to ensure communication, education, information and deliverables are achieved. Lead the design and delivery of Brisbane South PHNs disaster management initiatives including program design, monitoring, evaluation, and reporting. Contribute to the development of program opportunities within the areas of disaster management. Develop and facilitate training and emergency exercises for all levels of staff. Represent Brisbane South PHN at key groups including Local Disaster Management Groups (LDMGs) and Recovery Groups. Stakeholder Engagement <ul style="list-style-type: none"> Build strategic partnerships and engage regularly with internal and external stakeholders including local government, communities, health providers, and emergency management organisations to achieve program goals and health outcomes. Integrate and coordinate health services in the Brisbane South PHN region to prepare for the event of a natural and/or health emergency situation. Work cross-functionally and communicate effectively to strategically collaborate across Brisbane South PHN to enhance disaster resilience capability and approach with all programs. Actively engage and drive collaboration across internal and external stakeholders General <ul style="list-style-type: none"> Perform other duties consistent with the position where required and/or requested by management from time to time. Complete mandatory and other training as required. Adhere to all organisational policies and procedures, including all workplace health and safety measures. | |
| KEY SELECTION CRITERIA | |
| Essential <ul style="list-style-type: none"> Tertiary qualifications in community development, public health, disaster management or other relevant discipline. Experience working in disaster and emergency management. | |

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- High level experience of community development and collective impact approaches to improve health outcomes, disaster management frameworks and methodologies and program design, monitoring, and evaluation.
- Proven ability to build and manage productive strategic and operational relationships and networks with all levels of government, community organisations, emergency management organisations, communities, and primary healthcare sector in Australia as well as internal stakeholders.
- Strong verbal and written communication skills and the proficiency in business systems and applications, including Microsoft Suite.
- Current driver’s licence.
- National Police Check.

Desirable

- Previous experience working in partnership with Residential Aged Care Facilities, vulnerable communities, and/or primary care
- Experience working in disaster preparedness, response, and recovery roles.
- Experience in community development/community resilience programs.

Core Capabilities

The Brisbane South PHN Capability Framework defines the core capabilities including knowledge, skills and behaviours required for all employees to perform their role and ultimately for Brisbane South PHN to deliver on its strategic objectives.

This position is classified as Band Level 3 - Leading others and/or complex services/projects.

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| Manager’s Signature | | Date |
| Manager’s Name | | |
| Employee’s Signature | | Date |
| Employee’s Name | | |