

Position Description

Position title	Co-ordinator Emergency Management and Business Continuity
Department / Division	Emergency Management and Business Continuity/ Strategy, Planning & Improvement and Critical Care
Classification	Grade 5 Year 1 to Grade 5 Year 5 (AO51 - AO55)
Position reports to	Manager Emergency Management and Business Continuity
No. of direct & indirect reports	N/A
Location	The Royal Children's Hospital, 50 Flemington Road, Parkville
Risk category	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently

<p>The Royal Children's Hospital</p> <p>The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at www.rch.org.au</p>
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ROLE CONTEXT
The emergency management function supports the RCH to ensure we provide a safe environment for patients, families, visitors and staff.

ROLE PURPOSE
Working closely with the Manager Emergency Management and Business Continuity, this role is responsible for the delivery of emergency management training, emergency response exercise scheduling and compliance, creating new and updating evacuation diagrams and supporting the Manager with emergency management response activities. The role also supports business continuity activities and projects as may be assigned.

KEY ACCOUNTABILITIES
<p>Operational/Administration</p> <ul style="list-style-type: none"> • Work with the Manager Emergency Management and Business Continuity to develop, deliver and support the emergency management function. • Plan, schedule and conduct routine exercises on behalf of the Department. • Support the Emergency Management Planning Committee and/or its working groups through the preparation of agendas, taking of minutes and development of action plans. • Participate in internal and external committees as designated. • Prepare reports relevant to the role. • Assist in the management of the RCH Helipad. • Other duties consistent with the employee's skill level and classification. <p>Emergency Management</p> <ul style="list-style-type: none"> • Schedule, manage and administer the emergency management program including zone/area warden training, chief warden training, emergency response exercises (drills) and the compliance database to ensure RCH staff have the knowledge, skills and confidence to undertake the zone/area warden role. • Provide support to and participate in the RCH's Hospital Incident Management Team (HIMT) activities. • Liaise as required with the RCH's Emergency Control Organisation (ECO) partners and Emergency Services as required. • Create, update and install evacuation diagrams compliant with Australian Standard AS3745. • Undertake regular fire safety audits as per audit program. • Develop, monitor and prepare reports on key performance indicators. <p>Business Continuity</p> <ul style="list-style-type: none"> • Work collaboratively with the Coordinator Business Continuity to develop, deliver and support the business continuity function. • Support the Manager with business continuity activities and projects as may be assigned. <p>Quality and Team work</p> <ul style="list-style-type: none"> • Assist in managing emergency management projects. • Identify opportunities for improvement and risks in the areas of emergency management. • Work with the Manager Emergency Management and Business Continuity to implement and deliver change initiatives. • Participate in professional development relevant to the role.

QUALIFICATIONS AND EXPERIENCE

Essential:

- A tertiary qualification in emergency management, or equivalent demonstrable experience.
- Certificate IV in Training and Assessment (TAE40122, TAE40116 or TAE40110).
- 2-4 years of experience in emergency management.
- Experience in conducting training and education programs in emergency management.
- Sound understanding of Australian Standards *AS3745:2010 Planning for emergencies in facilities* and *AS4083:2010 Planning for emergencies - Health care facilities*.
- Demonstrable proficiency in Microsoft Office Suite.

Desirable:

- Qualifications in responding to emergencies in facilities (e.g. PUAFER006 Lead an emergency control organisation, PUAFER005 Operate as part of an emergency control organisation).
- Experience with emergency/incident management software/tools and platforms.
- Emergency management sector experience/background.
- Strong grasp of the Australasian Inter-service Incident Management System (AIIMS).
- AIIMS related training (e.g. VU23311 Prepare to work within the Australasian Inter-service Incident Management System).
- Emergency Management Liaison Officer (EMLO) training.
- Certification in Business Continuity Management (e.g. Certified Business Continuity Professional (CBCP) or Member of the Business Continuity Institute (MBCI)).
- Experience in a complex hospital/healthcare environment.

KEY SELECTION CRITERIA

- Demonstrated adaptable verbal and written communication skills to meet the needs of variety of stakeholders and clients.
- Demonstrated interpersonal skills that facilitate the development and maintenance of strong working relationships.
- Demonstrated ability to manage multiple tasks with changing priorities within the emergency management field.
- Demonstrated ability to work autonomously and as a member of the team.
- Highly developed analytical, organisation and planning skills.
- Demonstrated training, education and exercising skills in emergency management.
- Experience facilitating training across all organisational levels, from frontline employees to executive leadership.

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment.
- Employees are required to maintain a valid Working with Children Check throughout their employment.
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable).
- Employees are required to maintain compliance with RCHs "Staff Immunisation – Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION	
<p>All employees are required to adhere to the Royal Children’s Hospital Values:</p> <ul style="list-style-type: none"> • Curious – We are creative, playful and collaborative • Courageous – We pursue our goals with determination, ambition and confidence • Inclusive – We embrace diversity, communicate well, build connections and celebrate our successes together • Kind – We are generous, warm and understanding <p>RCH COMPACT</p> <p>All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.</p> <ul style="list-style-type: none"> • We do better work caring for children and families when we also care for each other • I bring a positive attitude to work – I share, I laugh, I enjoy other’s company • I take responsibility for my behaviour and its impact on others • I am curious and seek out ways to constantly learn and improve • I celebrate the good stuff, the small stuff, the big stuff – it all matters • I speak up when things aren’t right • I value the many different roles it takes to deliver great patient care • I actively listen because I want to understand others and make better decisions • I am inclusive and value diversity • When it comes to teamwork, I don’t hold back – I’m all in <p>QUALITY, SAFETY AND IMPROVEMENT</p> <p>RCH employees have a responsibility and accountability to contribute to the organisation’s commitment to Quality, Safety and Improvement by:</p> <ul style="list-style-type: none"> • Acting in accordance and complying with all relevant Safety and Quality policies and procedures • Identifying risks, reporting and being actively involved in risk mitigation strategies • Participating in and actively contributing to quality improvement programs • Complying with the requirements of the National Safety & Quality Health Service Standards • Complying with all relevant clinical and/or competency standards • Complying with the principles of Patient and Family Centred Care that relate to this position <p>The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.</p>	
Position description last updated	February 2026