



ROLE DESCRIPTION

Role Title:	Director Disaster Management Branch
Classification Code:	MAS3
LHN/ HN/ SAAS/ DHW:	Department for Health and Wellbeing
Hospital/ Service/ Cluster:	
Division:	Public Health
Department/Section / Unit/ Ward:	Public Health Planning and Response, Disaster Management Branch
Role reports to:	Executive Director Public Health Planning and Response
Role Created/ Reviewed Date:	May 2021, Nov 2023
Criminal and Relevant History Screening:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
Immunisation Risk Category Requirements:	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

- > Responsible for strategic leadership, governance and direction of SA Health's disaster management and business continuity programs and for the systemic development and continuous improvement of prevention, preparedness, response and recovery strategies throughout the State.
- > Represents SA Health on national state and local Health and/or Disaster Management and Business Continuity committees and review forums.
- > Ensures South Australia contributes to and complies with National and State Health emergency management legislation, plans and arrangements.
- > Establishes and develops strategies for identification, prioritisation and continuity of critical business services, functions and process.
- > Supporting SA Health services by providing subject matter expertise to the State Commander and Deputy State Controller for Health, Executive and other SA Health leaders in preparing for and during emergency responses and recovery operations.

Direct Reports:

- > Multiple officers within the Disaster Management Branch (DMB)

Key Relationships/ Interactions:

Internal

Support and work collaboratively across the Public Health Division and with executive, managers and staff across Department for Health and Wellbeing (DHW) Local Health Networks (LHNs) and South Australian Ambulance Service (SAAS).

External

Liaises and develops strategic networks with key partners and representative organisations at a local, state and national level including:

- > Australian Government and state and territory health departments and disaster management organisations.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Coordinating emergency management and business continuity across the diverse and complex health sector and taking account of the impacts of climate change.
- > The imperative to ensure continuity of critical health services and necessity to maintain critical functions during business disruption events.

Delegations:

- > Financial Delegation – Level 4
- > Human Resources – Level 3

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Ensure the efficient management and functioning of the Branch to develop and maintain a strategic and comprehensive approach to disaster management and disruption of critical business functions	<ul style="list-style-type: none">▪ Implementing government policy and overseeing translation of its directions within the health service disaster management and business continuity programs▪ Managing strategic and business planning processes including developing and implementing complex programs to enable the South Australian health service to plan for, respond to and recover from disasters and threats or disruptions to critical business functions▪ Determining and implementing strategic and operational policies, procedures, systems, objectives, priorities and responses for complex emergency and business continuity matters in accordance with Government policy and Agency objectives.▪ Ensuring continual review and enhancement of organisational structures, strategic health sector links, management reporting systems and quality assurance practices supporting Division initiatives▪ Establishing comprehensive education and exercising programs to enable SA Health staff to fulfil their responsibilities within State, Agency and Health Service emergency management arrangements and maintain a capable and resilient workforce.▪ Apply professional independence and high levels of expertise and experience to determine professional standards, objectives and priorities within the SA Health disaster management and business continuity frameworks and strategic objectives.▪ Supporting SA Health services by providing subject matter expertise to the State Commander and Deputy State Controller for Health,

	Executive and other SA Health leaders when preparing for and during emergency responses and recovery operations
Establish and maintain a culture of continuous improvement for disaster management and business continuity programs through appropriate engagement, monitoring and review strategies	<ul style="list-style-type: none"> ▪ Ensuring strategic networks, cooperative arrangements and liaison are developed and maintained with Department for Health and Wellbeing management, Local Health Networks and regions, local government and other departments, agencies and key stakeholders. ▪ Integrating contemporary best practice and research evidence into the development and review of programs, procedures and operational requirements including liaison with other jurisdictions, departments, local governments, agencies and stakeholders regarding the need for revision and consideration of overall state-wide requirements and impacts ▪ Development and provision of expert recommendations, advice and reporting to the Minister for Health and Wellbeing, department for Health Executive and management on standards and policies for disaster management and continuity of critical health services and functions during business disruption events ▪ Developing and implementing mechanisms for the investigation and review of emergencies, incidents and events to adapt precedents, capture lessons, opportunities and risks and translate these into improvements to systems and structures.
Manage the provision of timely advisory, consultancy, and information support services regarding emergency management and business continuity, including legislative and regulatory responsibilities	<ul style="list-style-type: none"> ▪ Managing the development and provision of expert recommendations, advice and reporting to the Minister for Health and Wellbeing, department for health executive and management on standards and policies for national and state emergency management arrangements ▪ Ensuring appropriate and timely state assessment and response to proposals from the Australian government on domestic and international emergency management arrangements ▪ Managing the development and implementation of advisory, consultation and participation mechanisms to inform and provide input to key stakeholders in South Australia, including the general public, health professionals, health provider organisations, local government non-government organisations and policy makers for emergency risk mitigation, response and recovery. ▪ Representing SA Health, Department for Health and Wellbeing, and the division at public meetings and international, national, state and local government committees and fora regarding emergency management and business continuity. ▪ Providing authoritative and specialist advice, assistance and recommendations to the Minister for Health, department for health executive and management in the formulation of associated legislation, policies, procedures, standards and practices including the <i>Emergency Management Act 2004</i> and <i>South Australian Public Health Act 2011</i>
Manage and promote the ongoing development, operational efficiency and effectiveness of the disaster management branch strategies, programs and initiatives	<ul style="list-style-type: none"> ▪ Ensure the operational effectiveness and efficient management of Branch's financial, physical and human resources including risk and asset management, performance management, team development and process improvement. ▪ Ensure the promotion and implementation of the General Public Sector management aims, personnel management standards and employee conduct standards and in particular Equal Opportunity and Workplace Health and Safety by adhering to the provisions of relevant legislative requirements.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- > Nil

Personal Abilities/Aptitudes/Skills:

- > Proven ability to professionally and strategically lead and manage major health or disaster related programs, and to manage work across a diverse range of highly complex tasks simultaneously, establish priorities and meet deadlines within established budget parameters.
- > Demonstrated ability to strategically analyse complex and sensitive policy and operational issues regarding emergency management and business continuity, formulate appropriate solutions and negotiate successful outcomes in an innovative and resourceful manner.
- > Proven high level written and verbal communication skills including the ability to effectively consult, negotiate and advise Ministers, executive, management, community, industry and other stakeholder groups, and develop strategic networks and relationships with key stakeholders.
- > Demonstrated ability to lead, manage and evaluate team and individual performance against agreed objectives and required outcomes.
- > Proven high level skills in administration and management.
- > An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the *Work Health Safety Act 2011*, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards.

Experience:

- > Proven experience in the effective leadership, management and administration of financial and human resources of a multidisciplinary team in a health or related environment.
- > Extensive experience in leading the development, implementation and review of emergency management programs and policy in health or related area.

Knowledge:

- > Comprehensive knowledge of the principles and practices of emergency management and business continuity.
- > Sound knowledge of the issues relating to emergency management and business continuity both nationally and locally and comprehensive knowledge of prevention, preparedness, response and recovery strategies.
- > Sound knowledge and understanding of relevant emergency management legislation, its administration and interaction with other legislation and agencies, the role of Government in this context and its practical application.
- > Knowledge of Public Sector management aims, personnel management standards and employee conduct standards, in particular Equal Opportunity and Workplace Health and Safety.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- > Post-graduate and/or tertiary qualifications in health or health related disciplines, emergency management, business continuity, business or public administration

Personal Abilities/Aptitudes/Skills:

- > Demonstrated ability to effectively liaise with and use the media to inform the public on emergency management and business continuity issues.
- > Demonstrated ability to recognise emerging organisational threats and adopt and implement innovative responses through strategic policy and program review, development and implementation.

Experience:

- > Previous experience in the management of major health related programs.
- > Experience in the development and management of knowledge and skill development campaigns for government, industry and the public.

Knowledge:

- > Sound knowledge of the health system in South Australia and the Commonwealth.

Special Conditions:

- > Out of hours and on-call work will be required. Out of hours may include work overnight and on weekends.
- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA)* maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act, and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*.
- > *Information Privacy Principles Instruction*.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual*.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development:

The incumbent will be required to participate in the organisation's Performance Review and Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

The Public Health Division works with and for the South Australian community to improve the public health of the South Australian community. This encompasses providing services, advice, education, support, policy, leadership and advocacy, administering legislation and partnering with service providers, government agencies and the non-government sector to identify and respond to current and emerging public health and clinical issues and opportunities. The Public Health Division comprises of the following Branches:

- Office of Chief Public Health Officer
- Communicable Disease Control Branch
- Health Protection and Licensing
- Public Health Planning and Response

The DMB provides strategic leadership and direction for the implementation and management of SA Health's response to major incidents, emergencies and disasters' ensuring the department fulfils its role in these events that may occur in the state, nationally or internationally. The DMB is responsible for the development and implementation of the Health and Medical Functional Service Plan and facilitates the national and state emergency management agenda within the SA Health system including the development of disaster plans and the implementation of a range of education, training and exercise programs. DMB provides assistance both nationally and internationally through the coordination and deployment of the South Australia AUSMAT (Australian Medical Assistance Team)

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.

- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees.

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

Name:

Signature:

Date:

Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/18	Minor formatting with order of information amended.
V4	11/07/18	26/03/19	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/19	04/06/19	Added categories for immunisation requirements on front page.
V6	05/06/19	25/06/19	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/19	09/06/20	Updated legal entities to include new regional LHN's.
V8	10/06/2020	03/05/2021	Update Risk Management Statement
V9	04/05/21		Inclusion of integrity statement under Code of Ethics on Page 6
V10	08/12/2023		