

## Position Description

Position Title	Coordinator Fire Emergency Management
Position Number	30102303
Division	Finance and Resources
Department	Facilities Management
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative G5 L1 – L5
Classification Code	HS5 – HS33
Reports to	Director - Facilities Management
Management Level	Tier 3 - Business Manager
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Drivers Licence</li> <li>• Immunisation Requirements</li> </ul>

## Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

## Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

## Our Values

**PASSIONATE** – We are passionate about doing our best – for our patients, our colleagues and our community.

**ACCOUNTABLE** – We take ownership of our actions and outcomes, always striving for integrity and improvement.

**CARING** – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

## The Position

The role of Bendigo Health Facilities Management is to provide and maintain a safe, effective and pleasant environment for the Departments and Business Units of the Bendigo Health, their patients and users of the various Bendigo Health services.

This position is to provide a coordinated and organisational approach to fire and emergency prevention, preparedness, education, training, response and recovery that is consistent with Health Service best practice, legislative requirements and relevant policies and strategies.

## Responsibilities and Accountabilities

### Key Responsibilities

#### Emergency Management

- Support all emergency management services at Bendigo Health, including those within the PPP, this extends to but is not limited to encompasses training, planning and operations.
- Provide leadership and direction across the health service, ensuring high quality of service and a standardised approach to Emergency Management in line with legislative and Bendigo Health requirements
- Provide support and advice to senior management and assist as a liaison with emergency services or external agencies during an emergency
- Assist with the development and regular review of organisational wide emergency management plans, procedures and policies, reviewing and updating as required, in addition provide consultation on PPP emergency planning and security requirements.
- Assist with the management of Bendigo Health's Victorian Medical Assistance Team (VMAT) ensuring adequate membership is maintained, regular checking of equipment is undertaken mandatory training is conducted training and deployment processes are in place.
- Conduct investigations into emergency incidents, review incident reports, conduct evaluations and provide reports as required
- Support and maintain relationships with emergency services, the community and other external agencies or services, represent Bendigo Health at relevant meetings and forums as required
- Assist Bendigo Health stakeholders on any Emergency Management issues which may arise, provide technical information or advise of fire safety equipment and essential services equipment requirements
- Manage Helipad operations manual, Hospital helipad including compliance, access and shutdown.

## Emergency Training

- Assist with development, delivery and evaluation of fire safety, emergency management training programs as well as helipad operations and safety training, ensuring compliance with DoH, Australian Standards fire safety and emergency management training requirements.
- Assist with Bendigo Health Fire Wardens program, including developing and delivering training for Wardens and Chief Wardens relevant to their location, ensure an adequate number of wardens are available in each department.
- Assist with the management of Essential Service testing, reporting, and maintenance to essential service equipment.
- Ensure statutory testing required under BCA and relevant standards is being completed within required time frames this also includes management of contracts with external providers.
- Assist with managing organisational wide, fire and safety risks, conduct regular reviews of risks ensure risk register is updated as required, conduct regular building inspections, ensure fire safety auditing is conducted as required in line with legislative and DoH requirements.
- Assist with the preparation annual Fire Safety certificate 6 documentation and reports are prepared and submitted
- Assist with fire alarm investigations and reporting at Bendigo Health, maintain fire alarm data base including any correspondence from fire services relating to information or invoicing of false alarms
- Manage Bendigo Health's Business Continuity planning process, developed Business Continuity plan templates, assist managers to complete templates, provide technical information to support the planning and implementation process
- Manage all confined space requirements across Bendigo Health, including training, policy, compliance, as well as maintaining an up-to-date register of confined spaces
- Manage the Bendigo Health online contractor management system for external contractors act as the senior administrator of system, provide support to stakeholders
- Manage the systems for issuing and recording of permits for Hot Work, Confined Space entry and Fire Wall Penetration.
- Assist with the management and reporting of, fire safety auditing, fire safety system and testing and essential service testing as required

## Key Selection Criteria

### Essential

1. A tertiary qualification in emergency management, or equivalent demonstratable experience.
2. Certificate IV in Training and Assessment (TAE40122, TAE40116 or TAE40110)
3. Experience with incident management/business continuity platforms, emergency management sector experience /background, AIMS related training and experience in a complex hospital or healthcare environment are desirable.
4. Experience in working with regulatory and standards framework including Acts, Compliance Codes, Australian Standard and industry standards. (AS3745:2010, AS4083:2010)

5. Demonstrate experience in preparation of fire services documentation and procedures.
6. Proven ability to communicate effectively with staff, emergency services agencies and the public.
7. Experienced in conducting fire safety and emergency scenario training and demonstrations, including bomb, arson and CBR situations.
8. Proven ability to work either independently and as part of a team.
9. Ability to operate in an environment of change.

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*

