

Position Description

Position title:	Emergency Management and Business Resilience Manager
Department:	Office of the Chief Midwifery & Nursing Officer
Classification:	Admin Officer Grade 7 Level 1 – 5 (A071-A075)
Agreement:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Reporting to:	Chief Midwifery & Nursing Officer

About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is **'Creating healthier futures for women and babies'**. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

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About the department/unit

The office of the Chief Midwifery and Nursing Officer is responsible for Emergency Management and Business Resilience including resilience planning, risk mitigation, business continuity strategies and training to ensure Clinical Operations, ICT and Cybersecurity, People & Culture, Finance and supply chains are maintained during periods of disruption.

Position purpose

The Emergency Management and Business Resilience Manager is responsible for strengthening the Women's preparedness, response, and recovery capabilities for disruptive events. This includes leading Emergency Management (EM), Business Continuity Management (BCM), and Disaster Recovery (DR) frameworks, with a strong focus on capability building and cross-organisational collaboration. The role requires expertise in all of these areas with experience in developing, coordinating, and improving these systems.

Key responsibilities

Leadership & People Management:

- Secretariat duties for Emergency Planning Committee and Incident Command Team
- Deliver/facilitate training, exercises and simulations, including executive emergency exercises, departmental evacuation drills, and business continuity tests.
- Post-incident debriefs and reporting
- Staff and leadership capability building
- Work with Parkville Local Health Service Network partners to optimise resources/ processes and cross-organisational preparedness and response
- Work closely with Director Corporate Services and Risk & Compliance Manager

Professional Practice:

- Develop and maintain EM/BCM/DR frameworks and tools
- Support risk mitigation and ensure compliance

Innovation & Improvement:

- Drive business resilience initiatives and continuous improvement

Quality & Safety:

- Monitor and report on business resilience activities

Key Performance Indicators (KPI's)

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

Key selection criteria

Experience/qualifications/attributes

- Practical experience or training in Emergency Management and Business Resilience.
- Skilled in training delivery and developing manuals or guides for EM and business resilience programs.
- Experienced in advising, coaching, and influencing staff and stakeholders.
- Able to analyse complex information and prepare clear reports and recommendations for executives and Boards.

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- Knowledge of AS3745 (Planning for Emergencies in Facilities) and AS ISO 22301 (Business Continuity Management Systems).

Essential:

- Expertise in Emergency Management, Business Continuity Management and Disaster Recovery
- Strong communication and stakeholder engagement
- Knowledge of AS3745 and ISO 22301
- Adaptability and consultative approach

Desirable:

- AIIMS or other relevant qualification.
- Clinical background or experience working in a healthcare setting.

Organisational relationships

Internal: Staff and leadership teams, WHS, Digital Innovation, Facilities, Risk, Access & After Hours, Executive, Board

External: Emergency services, auditors, WorkSafe, contractors, training providers, Parkville Local Health Service Network partners

Direct reports: 0

Indirect reports: 0

Budget responsibility: 0

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Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	N/A
Sitting – remaining in a seated position to complete tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Occasional
Walking – floor type even, vinyl, carpet,	Frequent
Lean forward/forward flexion from waist to complete tasks	Occasional
Trunk twisting – turning from the waist to complete tasks	Rare
Kneeling – remaining in a kneeling position to complete tasks	Rare
Squatting/crouching – adopting these postures to complete tasks	Rare
Leg/foot movement to operate equipment	Rare
Climbing stairs/ladders – ascending and descending stairs, ladders, steps	Occasional
Lifting/carrying – light lifting and carrying less than 5 kilos	Occasional
– Moderate lifting and carrying 5 – 10 kilos	Rare
– Heavy lifting and carrying – 10 – 20 kilos.	Rare
Push/pull of equipment/furniture – light push/pull forces less than 10 kg	Occasional
– moderate push / pull forces 10 – 20 kg	Rare
– heavy push / pull forces over 20 kg	Rare
Reaching – arm fully extended forward or raised above shoulder	Occasional
Head/neck postures – holding head in a position other than neutral (facing forward)	Rare
Sequential repetitive actions in short period of time	
– Repetitive flexion and extension of hands wrists and arms	Frequent
– Gripping, holding, twisting, clasping with fingers/hands	Rare
Driving – operating any motor-powered vehicle with a valid Victorian driver's license.	Rare
Sensory demands	Frequency
Sight – use of sight is integral to most tasks completed each shift	Prolonged / Constant
Hearing – use of hearing is an integral part of work performance	Prolonged / Constant
Touch – use of touch is integral to most tasks completed each shift	Prolonged / Constant
Psychosocial demands	Frequency
Observation skills – assessing/reviewing patients in/outpatients	Prolonged / Constant
Problem solving issues associated with clinical and non-clinical care	Frequent
Working with distressed people and families	Rare
Dealing with aggressive and uncooperative people	Rare
Dealing with unpredictable behaviour	Rare
Exposure to distressing situations	Occasional
Exposure to traumatic or distressing content in incident documentation	Occasional

Definitions used to quantify frequency of tasks/demands as above

Prolonged/constant	70 – 100 % of time in the position
Frequent	31 – 69 % of time in the position
Occasional	16 – 30% of time in the position
Rare	1 – 15% of time in the position
Not applicable	0% of time in the position

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Role Specific Considerations

Support is available for staff exposed to psychological risks, including traumatic content in incident reports. Any adjustments that may be required should be discussed with your leader.

Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.

Vaccination requirements

As this role has limited direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), chicken pox and MMR (measles, mumps, rubella).

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

Declaration

By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.

Developed date: October 2025
Developed by: Chief Midwifery & Nursing Officer
Date of next review: October 2026

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