

STATEMENT OF ACCOUNTABILITY

Business Continuity | Emergency Planner

Sept 2018

TEAM

Emergency Management

POSITION TITLE

Business Continuity | Emergency Planner

REPORTS TO

General Manager, West Coast District Health Board

OUR TEAM ACCOUNTABILITY

This role works alongside the CDHB team and has shared accountability for:

- Engaging with the WCDHB and supporting the process of developing and maintaining business continuity programs
- Building the capability of the WCDHB to manage emergency response in a consistent and confident way
- Ensuring that appropriate linkages with both the emergency response and health sector exist and are maintained
- Working together and with the CDHB in a way that reflects a collegial and enabling approach
- Our approach is focussed on development of standardised process and communication pathways for use by all

MY ROLE RESPONSIBILITY

The position of Business Continuity (BC) | Emergency Planner has responsibility for ensuring the WCDHB plans, exercises and maintains appropriate service continuity measures and is prepared to respond to and manage emergency situations when BC measures are overwhelmed.

Working alongside Canterbury based colleagues and with their support:

- Support the development and review of the Business Continuity plans (BCP's), defining goals, objectives and initiatives ensuring Ministry compliance.
- Identify and make recommendations for solutions to meet the needs of the organisation.
- Build awareness of Business Continuity methodology across the organisation.
- Develop and maintain health sector emergency response plans to ensure the WCDHB is capable of responding immediately and effectively to major incidents/emergencies in accordance with the requirements of the Ministry of Health Operational Framework and regional responses.
- Facilitate staff learning in the successful management of major internal/external emergencies and the WCDHB facilities, incorporating the Coordinated Incident Management and Health Emergency Management systems.
- Maintain the WCDHB EOC(s) for use in an Emergency.

- Manage the Emergency Operations Centre (EOC) when the WCDHB EOC is activated.
- Plan, conduct, and debrief regular mock exercises to test the adequacy of plans and strategies.
- Build and maintain strong relationships across the business and with key external stakeholders

MY CAPABILITY

- Knowledge of the relevant NZ legislation relating to emergencies and disasters.
- Detailed knowledge of the Coordinated Incident Management System and Health Emergency Management Information System.
- Knowledge and understanding of the Ministry of Health Operational Policy Framework.
- Understanding of the key principles of effective risk management.
- Work effectively with clinical, managerial and support staff, fostering cooperation.
- Analytical and critical thinking skills.
- Highly competent interpersonal, organisation and communication skills.
- Seek own learning and recognise professional development gaps.
- An understanding of working within a District Health Board environment

MY EXPERIENCE

- 5 - 7 years' experience in a related role is desirable.
- Competent in the development and testing of Business Continuity/ Emergency plans.
- Delivering group facilitation, training and presentations.
- Health sector experience is highly desirable.
- Emergo Senior Instructor qualification is highly desirable.

QUALIFICATIONS

- University Degree in Business or Emergency Management or working towards a relevant qualification.

MY RELATIONSHIPS TO NURTURE

Internal - WCDHB

- All staff, managers and clinical leaders
- Head of Health and Safety
- Facilities Manager
- Transalpine Health Emergency Governance Group

Internal - CDHB

- Service Manager, Emergency Planning
- Emergency Planners

External

- Ministry of Health Emergency Management Team
- South Island DHB Emergency Planners
- National, regional and local emergency response organisations and networks including:
 - St John Ambulance
 - Buller, Grey and Westland TLA's
 - Ministry of Civil Defence
 - NZ Fire Service
 - NZ Police

**MY WELLBEING,
HEALTH AND SAFETY**

Care starts here

Our people are the most important thing at the West Coast DHB. Ensuring we all come home healthy and safe each day is up to all of us. Safety starts with you:

- **Look:** It's everyone's responsibly to be on the lookout for risks.
- **Make the right choice:** If you see a risk, either fix it yourself if that's the right thing to do, or speak up so someone else can. If you're not sure what to do look at the relevant policy and procedure.

Through working together, we can look after ourselves and those around us.