

POSITION DESCRIPTION

Position Title:	Business Continuity Plan Coordinator
Business Unit/Department:	Safety, Risk & Emergency Management
Division:	People, Culture & Communications
Award/Agreement:	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 4 – Level 1 to Level 5 (HS4 to HS29)
Reports To:	Operations Manager (Projects and Emergency Management)
Direct Reports:	N/A
Date Prepared/Updated:	27 March 2026

Position Purpose
The Business Continuity Plan (BCP) Coordinator plays a critical role in ensuring the resilience of Western Health by coordinating the development, implementation, and maintenance of comprehensive business continuity plans. This position supports preparedness for, response to, and recovery from disruptive events, ensuring continuity of essential health services across all facilities.
Business Unit Overview
<p>The Safety, Risk and Emergency Management Unit forms part of the People, Culture & Communications Division. It provides a range of services to management and staff across all areas of Western Health, such as occupational health and safety management, including occupational violence and aggression, risk management, and strategic coordination of emergency/disaster management.</p> <p>The Safety, Risk and Emergency Management team members are committed to working as a partner with management and staff to help achieve Western Health's vision, goals and objectives. In addition to providing guidance and advice on a broad range of OHS issues, the team strives to produce best practices and continuous improvement strategies and services to maximise their effectiveness and staff safety.</p> <p>The Safety, Risk and Emergency Management Unit (SREM) is a support service to all Western Health staff, at all levels. The SREM team acknowledges the expertise every Western Health employee brings to their role and the power their expertise has in achieving successful outcomes for health and safety challenges and opportunities.</p>
Key Responsibilities
<ul style="list-style-type: none"> • Conceptualise, design and deliver tailored business continuity and resilience documentation and management systems that reflect known and emerging risks and evolving organisational needs. • Contribute to the development of program plans and frameworks to embed business continuity and resilience planning across the organisation for existing as well as upcoming PPP projects.

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- Coordinate the development, implementation, and continuous improvement of Business Continuity Plans (BCPs) across all departments and facilities including third party providers.
- Conduct and facilitate risk assessments and business impact analyses (BIAs) to identify critical services, interdependencies, and recovery priorities.
- Collaborate with clinical, corporate, and operational teams to ensure BCPs are integrated into day-to-day operations and emergency management frameworks.
- Coordinate, design and deliver training, workshops, and simulation exercises to build organisational awareness and capability in business continuity and resilience.
- Monitor and report on BCP compliance with relevant legislation, standards (e.g. ISO 22301), and accreditation requirements.
- Maintain a central repository of BCP documentation, templates, and tools, ensuring accessibility and version control.
- Participate in audits, reviews, and evaluations of BCP effectiveness, including post-incident debriefs and after-action reports.
- Contribute to enterprise risk management processes by identifying continuity-related risks and mitigation strategies.
- Assist with the integration of BCP into strategic planning, procurement, contract management, and infrastructure projects.
- Develop and maintain dashboards, metrics, and reporting tools to track BCP maturity and performance across the network.
- Stay informed of emerging threats, trends, and best practices in business continuity, resilience, and healthcare emergency management.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Executive Leadership Team
- Safety Risk and Emergency Management Unit.
- People & Culture / Employee Relations and Business Partnership team
- People, Culture and Communications Division
- Operations and clinical directors
- NFH/NMH Project Team
- Legal Unit
- Risk and Quality Unit
- Western Health Emergency Planning Committee
- Western Health Incident Management Team
- DTS
- Senior Management /Site Managers
- Engineering Services

External:

- Victorian Department of Health
- Victorian Health Building Authority
- VMIA – Risk Management and Insurance
- Emergency Services
- Services and Utilities Departments
- Victorian Hospital's Emergency Management forums
- Emergency Management Branch Department of Health (DH) and Department of Families, Fairness and Housing (DFFH)
- Local Municipalities

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Selection Criteria

Essential

- Tertiary qualifications in Risk Management, Emergency Management, Health Administration, or a related field.
- Demonstrated experience in business continuity planning, preferably within a healthcare or complex organisational environment.
- Strong understanding of risk management frameworks and emergency preparedness principles.
- Excellent communication, facilitation, and stakeholder engagement skills.
- Ability to work independently and collaboratively across multidisciplinary teams.
- High-level analytical and problem-solving skills.

Desirable

- Experience with ISO 22301 or similar standards.
- Familiarity with Victorian health sector emergency management frameworks.
- Project management experience or qualifications.

Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- 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 Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- 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

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responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs

- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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