



**TOBAGO REGIONAL HEALTH AUTHORITY  
HUMAN RESOURCES DEPARTMENT  
JOB DESCRIPTION**

<b>Job Title</b>	<b>Manager, Disaster Preparedness and Business Continuity</b>
<b>Department</b>	<b>Disaster Management</b>
<b>Reports to</b>	<b>Chief Executive Officer</b>
<b>Head of Department</b>	<b>Manager, Disaster Preparedness and Business Continuity</b>
<b>Supervision Provided to</b>	<b>Medical Events Officer, Disaster Preparedness Officer, Medical Officer, Registered Nurse, Paramedic, Administrative Assistant, Clerical Assistant</b>

**JOB SUMMARY**

The Manager of Disaster Preparedness and Business Continuity is responsible for leading, coordinating, and managing all disaster preparedness, emergency response, business continuity planning, and emergency medical event deployment activities across the TRHA. The incumbent ensures organizational readiness through strategic planning, risk assessment, inter agency collaboration, training, and operational execution to support resilient and uninterrupted healthcare service delivery.

**PRIMARY DUTIES & RESPONSIBILITIES**

<b>Category</b>	<b>Duties &amp; Responsibility</b>
<b>Strategic</b>	Develops the strategic framework and procedures of the department: <ul style="list-style-type: none"> <li>● Develops and maintains the TRHA’s Disaster Preparedness and Emergency Response Plans to ensure alignment with national policies and international best practices.</li> <li>● Leads the development and maintenance of TRHA’s Business Continuity Plan, including recovery strategies and continuity frameworks.</li> <li>● Oversees organizational risk assessments, hazard analyses, and vulnerability studies to guide mitigation and preparedness priorities.</li> <li>● Establishes and maintains strategic partnerships with THA Divisions, TEMA, ODPM, other Regional Health Authorities, first responders, and key external stakeholders.</li> <li>● Advises senior leadership on disaster risk, emergency readiness, and organizational resilience strategies.</li> </ul>
<b>Operational</b>	Plan and directs the activities of the unit: <ul style="list-style-type: none"> <li>● Develops the annual work and proposed training plan for the unit</li> <li>● Provides guidance and expertise to staff</li> <li>● Facilitates and participates in conference and meetings with external stakeholders to gather information and facilitate the exchange of information</li> </ul>

<b>Operational</b>	<p>Manages the disaster management and business continuity initiatives:</p> <ul style="list-style-type: none"> <li>● Coordinates the preparation, staffing, logistics, and deployment of Medical Posts for cultural, sporting, mass gathering, and emergency events (including Advance, Emergency, and Disaster Medical Posts).</li> <li>● Lead disaster response operations, including activation of Emergency Operations functions and coordination of TRHA resources during incidents.</li> <li>● Plan, organize, and supervise simulation exercises, drills, and training sessions to enhance staff preparedness and emergency response capabilities.</li> <li>● Implement preparedness protocols across all TRHA facilities, ensuring functionality of emergency systems, supplies, and communication resources.</li> </ul>
<b>Fiscal</b>	<p>Manages the department expenditures:</p> <ul style="list-style-type: none"> <li>● Manages the departmental budget related to disaster preparedness, emergency response, and business continuity activities.</li> <li>● Ensures efficient use of allocated financial, material, and logistical resources during preparedness, response, and recovery phases.</li> <li>● Ensures procurement planning for emergency supplies, equipment, and related services.</li> </ul>
<b>People</b>	<p>Manages and supervises staff:</p> <ul style="list-style-type: none"> <li>● Manages outputs by assigning, reviewing and approving of work submitted by staff</li> <li>● Provides coaching and mentoring to staff by offering feedback, advice and guidance to help employees develop</li> <li>● Ensures employees adhere to established policies, procedures, rules and regulations</li> <li>● Recommends training and developmental needs for staff by reviewing previous training participation and by monitoring the execution of duties to identify areas of improvement</li> <li>● Facilitates the execution of work by requesting resources for staff</li> <li>● Manages availability of staff by reviewing and authorizing applications for leave</li> <li>● Conducts performance appraisals by assessing staff performance and expected outputs in accordance with established guidelines and procedures</li> </ul> <p>Liaise with internal and external stakeholders:</p> <ul style="list-style-type: none"> <li>● Collaborates with internal stakeholders to inform on disaster preparedness and business continuity initiatives</li> <li>● Collaborates with ministries and departments by providing advice and subject matter expertise on matters</li> <li>● Builds and maintains relationships with internal stakeholders to support delivery of initiatives and gather feedback on potential disaster preparedness and business continuity opportunities</li> </ul>

<b>Reporting &amp; Compliance</b>	<ul style="list-style-type: none"> <li>● Prepares reports and briefing notes to the executive and leadership team related to disaster preparedness and business continuity initiatives</li> <li>● Ensures compliance with occupational safety, disaster management, and healthcare regulatory requirements.</li> <li>● Ensures the accurate maintenance of documentation and records related to emergency planning, drills, incidents, and deployments.</li> </ul>
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## QUALIFICATIONS & EXPERIENCE

- Bachelor’s degree in Emergency Management, Disaster Management, Business Continuity, Public Health, Health Administration, or a related field.
- Postgraduate qualification or professional certification in Disaster Management, Emergency Management, or Business Continuity would be an asset.
- Demonstrated experience coordinating emergency response operations within a healthcare or public sector environment.
- Familiarity with disaster risk frameworks (e.g., Sendai Framework), EMP deployment, and ICS protocols.
- At least seven (7) years’ experience in Disaster Management or related field, with a minimum of three (3) years’ experience in a supervisory role

## KNOWLEDGE, SKILLS & ABILITIES

- Specialist knowledge of disaster preparedness, emergency response systems, and business continuity planning in healthcare settings.
- Specialist knowledge in understanding of risk management, incident command systems, and hazard mitigation strategies.
- Specialist skills in leadership, coordination, and decision-making skills, particularly under pressure.
- Specialist skills in report writing, policy development, and use of emergency management tools and systems.
- Specialist oral and written communication skills.
- Specialist skills in the use of computer software such as Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), OneDrive, and SharePoint.
- Specialist supervisory skills.
- Specialist interpersonal skills.
- Specialist coaching/mentoring skills.

## SUPERVISORY RESPONSIBILITIES

<b>Directly</b>	<b>Indirectly</b>
<ul style="list-style-type: none"> <li>● Medical Events Officer</li> <li>● Disaster Preparedness Officer</li> <li>● Medical Officer</li> <li>● Registered Nurse</li> <li>● Paramedic</li> <li>● Administrative Assistant</li> <li>● Clerical Assistant</li> </ul>	<ul style="list-style-type: none"> <li>● Facility Emergency Teams</li> <li>● Response Volunteers</li> </ul>

## KEY RELATIONSHIPS & CONTACTS

Internal	External
<p><b>Direct Supervisor</b></p> <ul style="list-style-type: none"> <li>To seek approvals, provide updates on matters that were referred to the unit</li> <li>To obtain feedback and guidance on matters</li> <li>To receive instructions, directives and tasks</li> </ul> <p><b>Direct Reports</b></p> <ul style="list-style-type: none"> <li>To assign tasks and duties</li> <li>To provide guidance and advice in the execution of duties and responsibilities</li> </ul> <p><b>Department Heads</b></p> <ul style="list-style-type: none"> <li>To obtain information and feedback</li> <li>To discuss personnel needs for initiatives</li> <li>To collaborate and inform on initiative activities</li> </ul> <p><b>Finance and Accounting</b></p> <ul style="list-style-type: none"> <li>To obtain information on the status of disaster preparedness and business continuity expenditures</li> </ul>	<p><b>Other Regional Authorities, Emergency Services, Emergency Management Authority and related organizations</b></p> <ul style="list-style-type: none"> <li>To request information on releases and requirements.</li> <li>To obtain feedback and guidance on follow-up action.</li> <li>To submit key reports when requested.</li> <li>To provide knowledge sharing</li> </ul> <p><b>Partnerships</b></p> <ul style="list-style-type: none"> <li>To obtain feedback and guidance on follow-up action.</li> <li>To submit key reports when requested.</li> </ul>

## KEY OUTPUTS & ACCOUNTABILITY

Accountable to	Output	Frequency
<b>Chief Executive Officer</b>	<ul style="list-style-type: none"> <li>Provide guidance on the development of disaster preparedness and business continuity plans and initiatives</li> <li>Supervise, support and provide guidance to staff</li> </ul>	Daily
	<ul style="list-style-type: none"> <li>Provides reports on disaster preparedness and business continuity initiatives to executive and leadership team</li> </ul>	Monthly
	<ul style="list-style-type: none"> <li>Provide input into the strategic and operational plan</li> <li>Develop annual work plans based on strategic goals and priorities</li> </ul>	Annually
	<ul style="list-style-type: none"> <li>Submit reports and provides information to staff on official matters</li> <li>Submit reports related to projects to requested committees</li> </ul>	Ad Hoc/As Needed

## WORKING CONDITIONS

Condition	Description
<b>Environmental</b>	<ul style="list-style-type: none"> <li>● Work is typically performed in a normal work environment with little environmental demands</li> <li>● Rarely works in varying weather conditions, e.g., heat and rain.</li> </ul>
<b>Physical &amp; Travelling</b>	<ul style="list-style-type: none"> <li>● Regularly works at a computer for extended period of time in a seated position</li> <li>● Regularly exposed to rays from computer monitors that may lead to eye strain</li> <li>● Regularly expected to commute between TRHA facilities</li> </ul>
<b>Mental &amp; Stress</b>	<ul style="list-style-type: none"> <li>● Regularly manages tight deadlines brought about by project demands</li> <li>● Regularly coordinates and performs simultaneous activities</li> <li>● Regularly interrupted during activities (e.g. phone calls, meetings, etc.)</li> <li>● Occasionally works in high pressure situations, particularly during emergency and disaster circumstances</li> </ul>
<b>Special Requirements</b>	May be required to be on call and participate in emergency responses outside normal working hours