

JOB DESCRIPTION

| | | | |
|---|--|--------------------|---|
| Agency | Department of Tourism and Culture | Work Unit | Northern Territory Major Events Company |
| Job Title | Medical Manager, Arafura Games | Designation | A06 |
| Job Type | Full Time | Duration | 21 Jan 2019 – 17 May 2019 |
| Salary | \$88,157-\$98,549 | Location | Darwin |
| Position Number | SUPN RTF | Closing | 10 Jan 2019 |
| Contact | Ms Sally Jarvis on 08 8999 5374 or sally.jarvis@nt.gov.au . | | |
| Agency Information | www.nt.gov.au | | |
| Information for Applicants | Applications must be limited to a one-page summary sheet and an attached detailed resume/cv. For further information for applicants and example applications: click here | | |
| Information about Selected Applicant's Merit | If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: click here | | |
| Special Measures | Not applicable to this vacancy. | | |
| Apply Online Link | | | |

Primary Objective:

The Medical Manager leads in providing quality medical advice and support to the Arafura Games. This role will manage key relationships with The Department of Health, Medical associations, Hospitals and Clinics to ensure a sufficient standard of care for athlete's injury, illness and rehabilitation.

Context Statement:

Northern Territory Major Events Company (NTMEC) deliver the Arafura Games. The delivery of these Games is undertaken in partnership with other event delivery stakeholders, including Government agencies, and requires high-level communication and collaboration skills and the ability to work to immovable deadlines.

The Medical Manager will develop and deliver support structures and processes required to ensure medical and healthcare services including sports medicine, emergency and pre-hospital care requirements and services for all client groups are met. The manager is also the lead planner for the integration of public health and visiting delegations. The Medical Manager supports the Head of Sport and Venues to ensure there is responsive and accessible medical provisions for all Games participants during the 2019 Arafura Games.

Key Duties and Responsibilities:

1. Work in collaboration with Department of Health and sports medicine agencies to ensure a sufficient level of medical emergency care is provided to athletes and team officials;
2. Create medical policies and ensure procedures and content is approved with relevant departments and external delivery partners;
3. Develop relationships with all agencies, stakeholders, clinics and sports to ensure effective communication and timelines are managed;
4. Audit and update existing Arafura Games Medical planning assumptions
5. Work in collaboration with St John's Ambulance Service in each competition venue
6. Contribute to readiness exercises to prepare staff/ volunteers for medical emergencies that may occur;
7. Respond to emergency situations prior to Games, during Games and post Games and provide the relevant communication to address the situation;
8. Consistent reporting on progress and ability to collate a post Games report.

Selection Criteria

Essential:

1. Experience in Department of Health policies and procedures within the NT
2. Strong understanding of sports medicine and First Aid services within a multi-sport event with multiple competition venues
3. Strong leadership skills and experience in leading a team to deliver outcomes
4. Project planning skills with experience in delivering events with conflicting priorities, deadlines and fixed resources
5. Strong interpersonal and communication skills with experience in managing multiple stakeholders, government agencies and local organisations
6. Ability to show initiative and track milestones
7. Current Drivers Licence

Desirable

1. Tertiary and post graduate qualifications in a relevant field such as Medicine
2. Experience within a multi-sport Organising Committee, focusing on Medical

3. Experience in Workplace Health and Safety policies and procedures

Approved: December 2018

Mr Tim Watsford, General Manager, NTMEC