****Sector Coordinator**

**Role Description**

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| **PRIMARY OBJECTIVE** | The Sector Coordinator is the point of contact within the Emergency Operations Centre (EOC) for all enquiries within a designated sector. |
| **Reports to** | EOC Coordinator (or EOC Ops in their absence)  |
| **RELATIONSHIPS** | **Internal*** EOC Coordinator
* Other Sector Coordinators
* Ops, Intel, HR and Comms managers
* Primary Care Coordinator

**External*** General practice, community pharmacy, district nursing and other allied health professionals, especially in the designated Local Emergency Group (LEG) sector
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| **KEY TASKS** | * Be the single point of contact within the Primary EOC within a designated LEG/sector.
* Set up a schedule of contact with LEG key contacts.
* Identify and agree with EOC team on areas of highest need in the Sector. Initiate and facilitate primary care support for any local (LEG level) response, individual practices/pharmacies, or to the site of a major incident as appropriate.
* Provide ongoing updates on situations, intentions and support requirements for LEGs, practices and pharmacies within their sector to the Primary EOC.
* Report status to EOC Coordinator, for example:
* Are the pharmacies and practices in their sector open or closed?
* Do they have water, power, sewer, phone, fax and internet?
* Are there any staffing issues? Are staff coping? How badly has the team been affected?
* Is it business-as-usual or higher or lower volumes of patients?
* What are the type and extent of injuries/cases they are seeing?
* What do they need to help them provide care for their patients?
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| **PERSON SPECIFICATION** | * High level of inter-personal communications
* High level of relationship building, networking
* Ability to self-manage; act proactively and be responsive
* Ability to set and meet deadlines
* Ability to work calmly and competently under pressure
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| **DESIRED EXPERIENCE** | * Experience in health sector a plus; understanding of general practice, community pharmacy
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