****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 |
| **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? |
| **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 |
| **DESIRED EXPERIENCE** | * Experience in health sector a plus; understanding of general practice, community pharmacy |