**Recovery Manager ****

**Role Description**

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| **PRIMARY OBJECTIVE** | The Recovery Manager is responsible for overseeing the activities that stabilise the affected community and assure support systems are operational. Longer term activity includes coordinating or linking in with community rehabilitation and restoration. |
| **Reports to** | Primary Care Controller |
| **RELATIONSHIPS** | **Internal**   * Primary Care Controller * Comms Manager * EOC Coordinator * Clinical and non-clinical advisors * EOC Site Manager   **External**   * CDEM * CDHB EOC * City Council EOC * PHO, IPA, NGO CEOs |
| **KEY TASKS** | * Identify issues that impact on the transition from the active response to the recovery phase of the event. * Work alongside the response coordinator to ensure response decisions are made in the response phase are consistent with the need to transition smoothly to recovery as soon as is practicable. * Maintain liaison with recovery managers within other parts of the health system and the appropriate local authorities and CDEM. * Develop strategies for the restoration of normal services with primary care. * Identify relevant stakeholders and coordinate recovery planning. * Oversee the transition from response to recovery. * Assume responsibility for coordination of the recovery effort once the response phase finishes. |
| **PERSON SPECIFICATION** | * High level of inter-personal communications * High level of accuracy and time management * Analytical skills * Networking, relationship-building skills |
| **DESIRED EXPERIENCE** | * Understanding of health sector a bonus * Experience in leadership and team building |