



North Metropolitan Health Service
Job Description Form

HSS Registered December 2016

Site Services Manager

Health Salaried Officers Agreement: Level G8

Position Number: 707203

Management Services

Osborne Park Hospital/North Metropolitan Health Service

Reporting Relationships

Nurse Co - Director
 Award Level: RNM SRN 10
 Position Number: 700549



Manager Corporate & Patient Support Services
 Award Level: HSO Level G9
 Position Number: 707878



This Position



Also reporting to this supervisor:

- Manager Health Information and Clerical Services (HSO Level G7): 1.00 FTE
- Coordinator of Dietetics (HSO Level P2): 1.00 FTE
- Senior Podiatrist (HSO Level P2): 0.84 FTE

Directly reporting to this position:

Title	Classification	FTE
Manager Hotel Services	HSO Level G7	1.00
Coordinator Chaplaincy & Pastoral Care	HSO Level G6	1.00
Site Services Coordinator	HSO Level G5	1.00

Other positions under control

- N/A

Prime Function / Key Responsibilities:

Provides leadership in the delivery, development, implementation, coordination and evaluation of support services of Osborne Park Hospital. Participates as a member of the OPH Executive in strategic planning and implements non clinical and operational change management initiatives and resolves issues.

Brief Summary of Duties

1. Leadership and Strategic Management

- 1.1 Participates as a member of the OPH Executive group in strategic planning and implements non clinical and operational change management initiatives and resolves issues. Participates in planning, implementation and evaluation for Osborne Park Hospital Service Units.
- 1.2 Provides leadership and direction in the delivery, development, implementation, coordination and evaluation of non-clinical support services (Patient Support Services, Catering, Pastoral Care and Site Services Support).
- 1.3 Designs, develops and implements business plans and strategies, ensuring the efficient and effective utilisation of human, financial and physical resources.
- 1.4 Provides information, advice, statistics and reports to the Executive and to Unit Managers as required.
- 1.5 Co-ordinates communication, emergency procedures, security and other site services to safeguard staff and property.
- 1.6 Chairs and/or participates in relevant committees.

2. Planning, Policy and Organisational Development

- 2.1 Develops policies, procedures and operational guidelines and monitors implementation to ensure required outcomes are achieved. Ensures operations comply with statutory and departmental/health service administrative requirements.
- 2.2 Coordinates development of contracts and tenders, manages and monitors contracts with external agencies.
- 2.3 Monitors and reviews budget performance for those service unit cost centres under the control of the position.
- 2.4 Monitors replacement of equipment and participates in the planning for the provision of this requirement.

3. NMHS Governance, Safety and Quality Requirements

- 3.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 3.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities/ projects, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental specific policies and procedures.
- 3.6 Adheres to the Public Sector Management Act, Public Sector Code of Ethics, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. Undertakes projects and other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated leadership and management skills and experience within a complex multi-disciplinary service environment, including managing workplace change.
2. Excellent written, verbal communication and interpersonal skills, including successful negotiation skills.
3. Demonstrated knowledge of communication, emergency and security systems and procedures.
4. Significant experience in the development, implementation and evaluation of policy and/or programs.
5. Highly developed organisational, analytical, planning and problem solving skills.
6. Demonstrated knowledge and understanding of contemporary human resource management principles including employment equity.
7. Demonstrated application of continuous quality improvement principles and practices related to professional standards and accreditation requirements.
8. Current knowledge legislative obligations for Equal Opportunity, Occupational Safety & Health, Disability Services, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Possession of/or progression towards a tertiary qualification in health administration or other relevant management studies.
2. Management experience in a Health Service provider environment.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor

Name: Maria Weston
Signature/HE: 83139
Date: 29/12/2016

Dept./Division Head

Name: Lorraine Beaty
Signature/HE:09024
Date:29/12/2016

Position Occupant

Name:
Signature/HE:
Date: