



North Metropolitan Health Service
Job Description Form

HSS Registered December 2016

Technical Officer

Health Salaried Officers Agreement: Level G5

Position Number: 000359

Facilities Management

North Metropolitan Health Service

Reporting Relationships

Area Director Facilities Manager

Class 1

Position Number: 000199



QEII Facilities Manager

HSO Level G10

Position Number: 007993



This Position



Directly reporting to this position:

Title	Classification	FTE

Other positions under control

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Prime Function / Key Responsibilities

Assists the NMHS Campus Facilities Managers in developing an efficient and cost effective system of works and maintenance for all plant, equipment, services, facilities and buildings by coordinating and supervising the activities of nominated staff and to ensure specifications, quality, timelines and cost effectiveness of work meets customer requirements and comply with Hospital policies, practices and relevant legislation.

Brief Summary of Duties

1. Provides a consultancy and advisory service to on and off-site managers/supervisors as required.
2. Performs off-site visits/inspections as required.
3. Participates in continuous Quality Improvement activities to improve the operational efficiency of the Department.
4. Liaises with other sections of the NMHS FM Department in regard to operational requirements.
5. Assists in the recruitment/selection/orientation process and assists with human resource/payroll/leave enquiries on behalf of staff.
6. Manage, maintain and develop as required Engineering Works Management system (EWMS).
 - Maintain and develop the asset register.
 - Processing of daily work requests.
 - Maintain and develop planned maintenance procedures.
 - Helpdesk and end user training and support.
 - The preparation of standard and ad-hoc reports relating to the EWMS.
 - Manage the EWMS security.
7. Manage the work activities of the work control group, including training and development and performance management, which support the systematic continuing development of individual and team performance and skills.
8. Manage document records, feedback reports, analysis and test results and statutory required records.
9. Attend external user group forums and other associated meetings related to the Engineering Works Management computer applications.
10. Manage and develop a system of issuing plant and equipment Shutdown notification to site users.
- 11. NMHS Governance, Safety and Quality Requirements**
 - 11.1 Participates in the maintenance of a safe work environment.
 - 11.2 Participates in an annual performance development review.
 - 11.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
 - 11.4 Completes mandatory training (including safety and quality training) as relevant to role.
 - 11.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
 - 11.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
- 12. Undertakes other duties as directed**

Work Related Requirements

Essential Selection Criteria

1. Trade or vocational qualifications (certificate level) or equivalent experience.
2. Experience in the use and operation of a contemporary Engineering Works Management Systems such as EMPAC & Agility and including database structures.
3. Demonstrated supervisory experience.
4. Demonstrated effective written communication and interpersonal skills.
5. Knowledge and understanding of continuous quality improvement principles and their practical application in evaluating and meeting customer needs.

Desirable Selection Criteria

1. Previous relevant experience in a hospital engineering or healthcare environment large service related organisation.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

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:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: