



**HSS Registered**

**Works Project Officer**  
**Health Salaried Officers Agreement: Level G6**  
**Position Number: 007974**  
**Infrastructure, Facilities Management & Health Support Services**  
**Fremantle Hospital / South Metropolitan Health Service**

**Reporting Relationships**

Area Director, Infrastructure, Facilities Management & HSS  
 Award Level: G12  
 Position Number: 113377



Manager Facilities Management  
 Award Level: G10  
 Position Number: 113378



**This Position**



Directly reporting to this position:

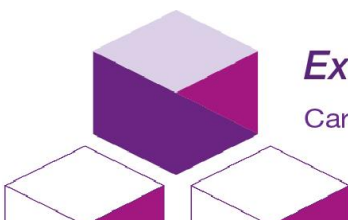
Title	Classification	FTE
• Building Project Officer	HSO; G5	1.0FTE

← Also reporting to this supervisor:

- Campus Facilities Manager RGH, Level G8, 1.0 FTE
- Campus Facilities Manager FH, Level G8, 1.0 FTE
- Business Support Officer, Level G4, 1.0 FTE

**Key Responsibilities**

Assist in the procurement of capital and minor works and supervise the work activities of contractors on work projects. Investigates work requests and prepares quotations and estimates for various projects. Maintains financial statements relating to projects and ensures accurate files and purchase order information are kept.



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

## Brief Summary of Duties (in order of importance)

### 1. General

- 1.1 Identifies and liaises with key stakeholders for each assigned project. Provides advice concerning the proposed works and ensures all projects are completed to the stakeholder's satisfaction for Fremantle Hospital, Rockingham General Hospital, Murray District Hospital and associated facilities.
- 1.2 Compiles specifications and prepares "Scope of Work" documentation for assigned projects. Obtains quotations or organises tenders in accordance with Department of Treasury and Finance and State Supply Commission policies.
- 1.3 Manages assigned works projects using external contractors. Supervises and controls all aspects of the works from planning through to completion and project handover.
- 1.4 Arranges for the services of contractors and provides site induction training, as required, with special emphasis relating to Industrial Safety and Infection Control procedures.
- 1.5 Raises purchase requisitions, as required, checks details of service sheets/invoices before authorising for payment. Ensure accurate files and purchase order information is kept.
- 1.6 Maintains financial statements relating to work projects to monitor expenditure allocated and ensure budgetary controls.
- 1.7 Ensures and enters all required documentation into Procurement Development and Management System (PDMS).
- 1.8 Implements quality control measures to ensure all projects are completed to an acceptable standard and in a timely and effective manner.
- 1.9 At all times ensures work is undertaken in a safe, economical and efficient manner to comply with all appropriate statutory requirements, codes, standards and health service policies.
- 1.10 Ensures all documents associated with individual works projects, including as constructed information, manuals, test results, etc., are retained and filed for audit purposes within the Departmental filing systems.
- 1.11 Updates departmental information files with new acquisitions and advises maintenance planner regarding the installation of any new maintenance or testable assets to facilitate the creation of appropriate planned maintenance schedules.
- 1.12 Arranges for the services of contractors and provides site induction training, as required, with special emphasis relating to Industrial Safety and Infection Control procedures.
- 1.13 Raises purchase requisitions, as required, checks details of service sheets/invoices before authorising for payment. Ensures accurate files and purchase order information is kept.
- 1.14 Identifies and liaises with key stakeholders for each assigned project. Provides technical advice concerning the proposed works and ensures all projects are completed to the stakeholder's satisfaction for Fremantle Hospital, Rockingham General Hospital and Peel Health Campus.
- 1.15 Establishes and maintains effective communication across the SMHS with Senior Management and other key staff members.
- 1.16 Develop performance indicators and evaluates and reports on contractor performance.
- 1.17 Provide expert knowledge and technical advice on agreement specifications and contract development for and on behalf of SMHS.
- 1.18 Contributes to the development and maintenance of a best practice contract management framework.

### 2. SMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 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.

- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the *Disability Services Act* and the *Equal Opportunity Act*.

### 3. Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Knowledge of; and experience in Capital and Minor Works Project's financial planning, management and reporting processes.
2. Experience in project management techniques and contractor management in Capital and Minor Works Projects.
3. Competency with Microsoft Office software programs, project procurement and document management systems.
4. Ability to plan and prioritise to meet deadlines and agreed timeframes.
5. Excellent oral, written communication and interpersonal skills.
6. Demonstrated problem solving skills.
7. Current "C" or "C.A." class drivers licence.
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Desirable Selection Criteria

1. Tertiary qualification or equivalent experience in a related area.
2. Previous experience within the health care industry.
3. Demonstrable negotiation skills.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of current "C" or "C.A." class drivers licence.
- Provision of the minimum identity proofing requirements.
- 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	or	HE Number	Date

**As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

Occupant Name	Signature	or	HE Number	Date
Effective Date				

**HSS Registration Details (to be completed by HSS)**

Created on	Last Updated on
	11 October 2018