



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	615732
Division:	Wheatbelt	Title:	Facilities Manager Southern
Branch:	Infrastructure	Classification:	HSO G-6
Section:	Engineering	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Wheatbelt Regional Director
	Classification:	HSO Class 2
	Position No:	607224

Responsible To	Title:	Regional Manager Infrastructure & Support Services
	Classification:	HSO G-10
	Position No:	607322

This position	Title:	Facilities Manager Southern
	Classification:	HSO G-6
	Position No:	615732

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
Consultant Engineer HSO G- 7
Project Officer HSO G-6
Regional Supply Manager HSO 6
Facilities Manager Eastern HSO G-6
Facilities Manager Western HSO G-6

Positions under direct supervision:

Position No.	Title	
007562	Clerical Officer Infrastructure Southern	HSO G-2
615634	Regional Electrical Maintenance Officer Narrogin	HSO G-4
007177	Electrician Narrogin	EBS 5-9
008015	Building Services Assistant Narrogin	EBS 1-7

Other positions under control:

Category	Number
<div style="border: 2px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>WA Country Health Service Wheatbelt</p> <p>7 December 2018</p> <p>REGISTERED</p> </div>	

Section 3 – KEY RESPONSIBILITIES

Responsible for the management of a high quality engineering and maintenance service for WACHS Wheatbelt, which is effective, cost efficient, compliant with legislation and meets the needs of clients.

TITLE	Facilities Manager Southern	POSITION NO	615732
		CLASSIFICATION	HSO G-6



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State’s major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Indigenous health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE

Working together for a healthier country WA

WHAT WE STAND FOR

A fair share for country health – securing a fair share of resources and being accountable for their use.

Service delivery according to need – Improving service access based on need and improving health outcomes.

Closing the gap to improve Aboriginal health – Improving the health of Aboriginal people.

Workforce stability and excellence – Building a skilled workforce and a supportive workplace.

OUR VALUES

Community - country hospitality, where there is openness, generosity and cooperation. Building healthy and empowered communities and teams, being inclusive, working together, valuing each other and the difference we can all make. A ‘can-do’ attitude.

Compassion - commitment to caring for others with consideration, appreciation, understanding, empathy, kindness and respect. Listening and being heard.

Quality - always striving to provide the best possible care and service through questioning and review, high standards, innovation, creativity, learning and improving. All of us being part of the solution.

Integrity - building trust based on openness, honesty, accountability and valuing and respecting others opinions and points of view. Demonstrating the values. Respectful communication and relationship building. Being mindful of the legacy we hand on to future staff and communities.

Justice - achieving equity and fairness, showing cultural respect, valuing and embracing diversity and respecting confidentiality. Treating everyone equally. Speaking up when there is injustice. Transparency.

**WA Country Health Service
Wheatbelt**

7 December 2018

REGISTERED

TITLE	Facilities Manager Southern	POSITION NO	615732
		CLASSIFICATION	HSO G-6

Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	MANAGEMENT		
1.1	Responsible for the management of a high quality engineering and maintenance service within WACHS Wheatbelt Southern, which is effective, cost efficient, compliant with legislation and meets the needs of clients.		35
1.2	Reports to appropriate forums on the status of physical resources and participates in multi-disciplinary meetings in which planning decisions are made as required.		
1.3	Develops a business plan in consultation with appropriate stakeholders that shall support WACHS Wheatbelt objectives.		
1.4	Develops, in consultation with Regional Manager Infrastructure & Support Services, budget submissions in relations to physical resources for sites in WACHS Wheatbelt Southern.		
1.5	Ensures development and maintenance of appropriate records, service information, documentation and statistics.		
1.6	Ensures compliance with legislative and regulatory requirements relating to staff licensing, occupational safety and health and plant.		
1.7	Manage Electronic Building Management System.		
2.0	COORDINATION AND CONSULTANCY		25
2.1	Provide an engineering and maintenance consultancy service to clients of WACHS Wheatbelt Southern, as directed by the Regional Manager Infrastructure & Support Services.		
2.2	Prepares submissions for Health Service estimates and allocates priorities within the Engineering budgets.		
2.3	Plans, implements and evaluates strategies that ensure an effective return on capital investment and assets.		
3.0	CONTRACT PLANNING & MANAGEMENT		15
3.1	Provides a service of evaluation, recommendations and management of works contracts for the health service.		
3.2	Co-ordinates asset preventative maintenance and replacement program for all sites in the health service.		
3.3	Evaluates and negotiates with contractors and sub-contractors on work to be performed and ensure the maintenance of contractual documentation.		
3.4	Assess contract compliance for work completed or supplied to clients of the health service.		
4.0	SUPERVISION		15
4.1	Recruits, selects and inducts staff.		
4.2	Ensures the effective utilisation of human resources.		
4.3	Carriers out performance management for staff.		
5.0	QUALITY		5
5.1	Ensures integration of activities in the Health Service quality processes.		
6.0	OTHER		5
6.1	Other functions deemed relevant for the efficient and effective operation of the health service by the Regional Manager Infrastructure & Support Services.		

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.



TITLE	Facilities Manager Southern	POSITION NO	615732
		CLASSIFICATION	HSO G-6

Section 5 – WORK RELATED REQUIREMENTS

ESSENTIAL

1. Substantial experience within a complex facilities maintenance environment including demonstrated ability to manage human, financial and physical resources.
2. Demonstrated experience and knowledge of computerised engineering maintenance system.
3. Strong interpersonal, communication and negotiation skills.
4. Significant experience in the administration of contracts, development of specifications and tender procedures.
5. Current knowledge of legislative obligations for Equal Employment Opportunity, Disability Services & Occupational Safety & Health & Safety, and how these impact on employment and service delivery.
6. Current 'C' class drivers licence and ability to travel throughout the Wheatbelt region.

DESIRABLE

1. Experience with energy maintenance systems.
2. Awareness and application of quality and risk management principles in a health care setting.
3. Experience in the health industry in a relevant engineering or maintenance role.

Section 6 – APPOINTMENT FACTORS

Location	Narrogin	Accommodation	As defined in the WACHS Wheatbelt Accommodation Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance • Current C Class drivers licence • Ability to travel within the region • Availability Allowance 		
Specialised equipment operated	Nil		

Section 7 – CERTIFICATION

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

Signature and Date: _____
Executive Services

**WA Country Health Service
Wheatbelt**

7 December 2018

REGISTERED

Signature and Date: _____
Chief Executive Officer

**WA Country Health Service
Wheatbelt**

7 December 2018

REGISTERED

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

Name	Signature	Date Appointed	Date Signed