

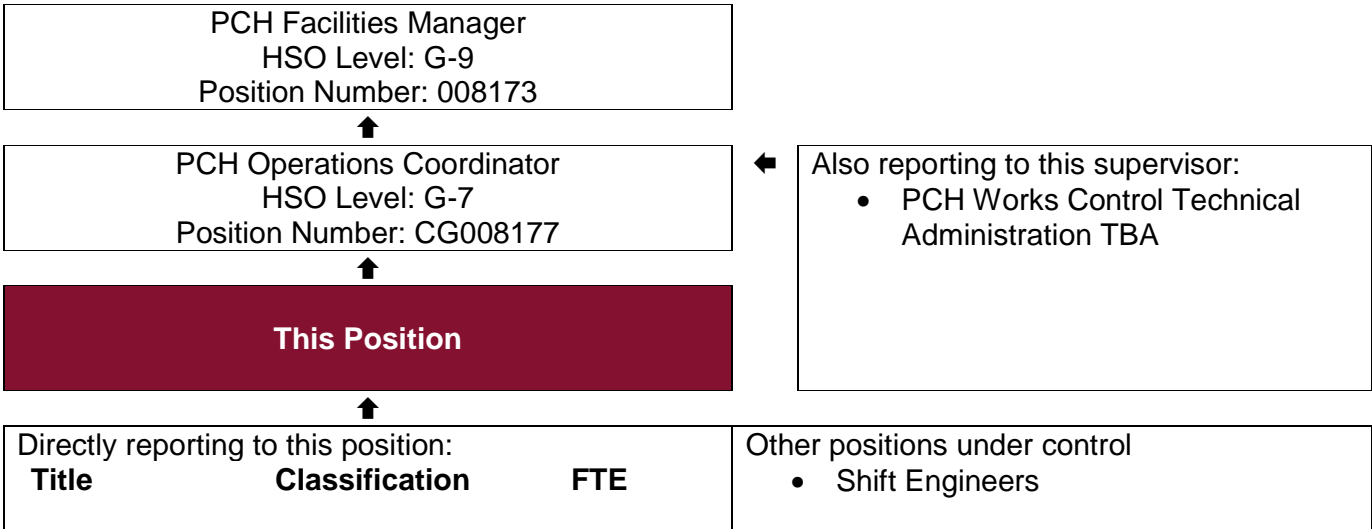


North Metropolitan Health Service
Job Description Form

HSS Registered

PCH Shift Engineer Supervisor
Health Salaried Officers Agreement: G-6 (RV)
Position Number: 008286
Facilities Management
North Metropolitan Health Service

Reporting Relationships



Prime Function / Key Responsibilities
 Provides shift engineer operational support and resourcing of Facilities Management services to the Perth Children’s Hospital, in accordance with the schedule of services set out in the Service Level Agreement (SLA) agreed between North Metropolitan Health Service (NMHS) and Child and Adolescence Health Service (CAHS).

Brief Summary of Duties

1. Operational Management

- 1.1 Undertakes operational management of Facilities Management activities on the PCH site; ensures activities are conducted in an efficient, cost effective, safe and timely matter.
- 1.2 Manages and supervises operational activities of Shift Engineers and external FM contractors on the PCH site.
- 1.3 Assists the PCH Facilities Manager to ensure effective and cost efficient maintenance for all plant, equipment and building services on the PCH site to ensure compliance with hospital policies, relevant legislative framework, applicable statutory requirements, codes and standards.
- 1.4 Undertakes contract management activities as they relate to the provision of facilities management services on the PCH site. 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 Establishes and maintains effective communications with all stakeholders; ensures the provision of information in a timely manner.
- 1.6 Ensures the ongoing application of continuous quality improvement principles in systematically evaluating and meeting customers' needs.
- 1.7 Ensures that the operation of plant, equipment and systems is undertaken in accordance with applicable Codes of Practice, Standards or manufacturers' instructions and procedures.
- 1.8 Contributes to the development, implementation and evaluation of quality assurance programs and improvement activities relating to the provision of operational facilities services.

2. Accountability and Compliance

- 2.1 Ensures occupational safety and health practices and standards are implemented and maintained for operations on the PCH site.
- 2.2 Conducts regular inspections of site buildings, equipment and plant in accordance with WorkSafe regulations and regulatory authorities.
- 2.3 Ensures all documentation associated with compliance testing of specialised equipment, including reports, statistics, manuals, and test results is retained and filed for audit purposes within the Departmental filing systems in accordance with legislative requirements.

3. NMHS Governance, Safety and Quality Requirements

- 3.1 Ensures, as far as practicable, the provision of a safe work 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, 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 / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated management/supervisory experience within a complex facilities management services environment.
2. Well-developed communication, interpersonal and negotiation skills with a demonstrated ability to establish effective business partnerships/relationships with stakeholders.
3. High level organisational skills and a proven ability to meet strict deadlines.
4. Well-developed conceptual, analytical and problem solving skills with a high level of initiative.
5. Well-developed computer skills, with experience in the use of engineering and building systems, document management systems and the MS Office suite of products.
6. 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. Possession of an advanced Certificate in Mechanical or Electrical Engineering or approved equivalent would be highly regarded.
2. Knowledge and understanding of continuous quality improvement principles and their practical application.

Appointment Prerequisites

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- 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: Andre Diaz
Signature/HE: 113466
Date: 11.02.2019

Dept./Division Head

Name: Tanya Adair
Signature/HE: 79380
Date: 11.02.2019

Position Occupant

Name:
Signature/HE:
Date: