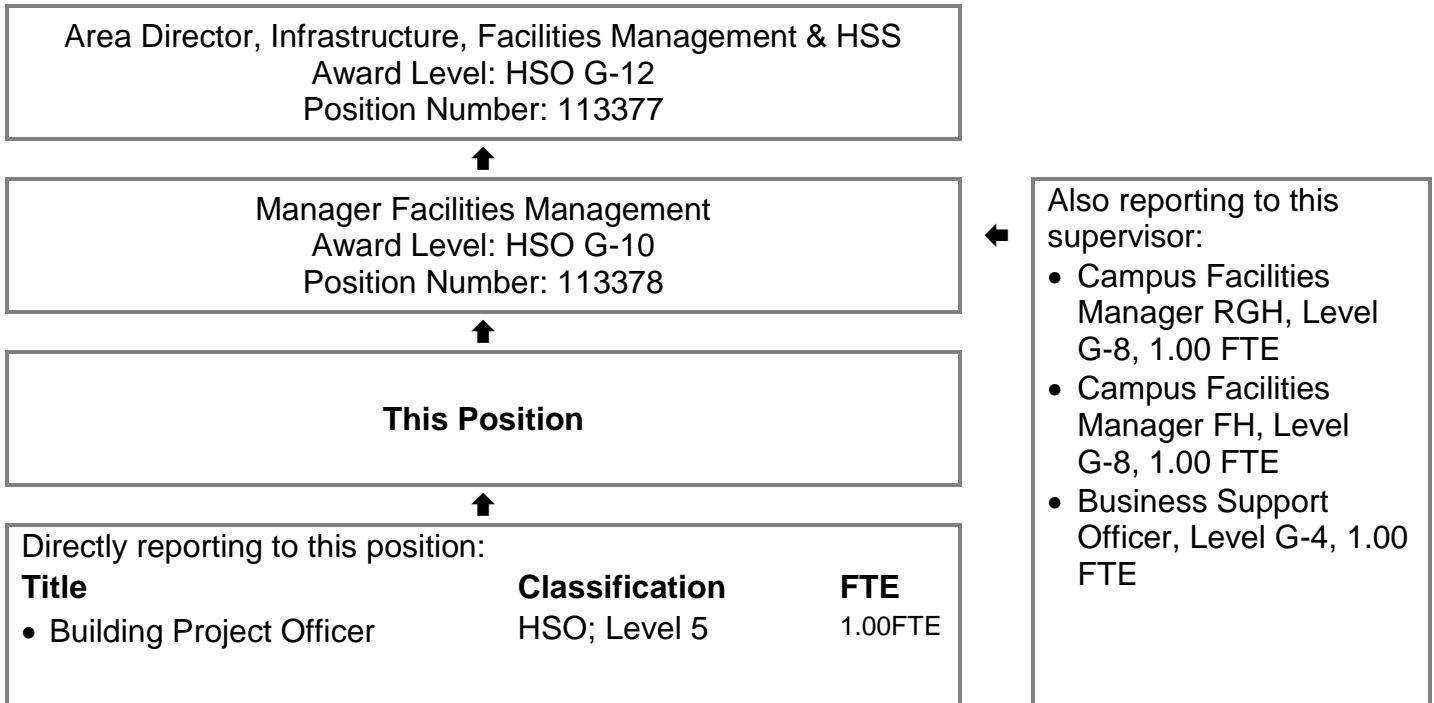




**HSS Registered**

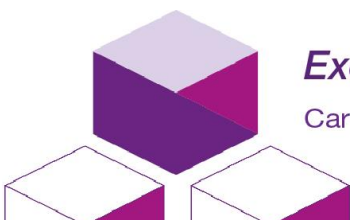
**Works Officer**  
**Health Salaried Officers Agreement: HSO Level G6**  
**Position Number: 007974**  
**Infrastructure, Facilities Management & Health Support Services**  
**Fremantle Hospital / South Metropolitan Health Service (SMHS)**

**Reporting Relationships**



**Key Responsibilities**

Undertake works projects and supervise the work activities of contractors. Review work requests, investigate solutions and prepare quotations and estimates. Maintains financial records relating to projects and ensures accurate files and procurement records 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 requested works. Provide advice concerning the proposed works and ensure agreed work is completed to the stakeholder's satisfaction for SMHS facilities
- 1.2 Compile specifications and prepare "Scope of Work" documentation for assigned works. Obtain quotations or organise tenders in accordance with SMHS, Department of Treasury and Finance and State Supply Commission policies
- 1.3 Oversee and control all aspects of the works including quality control in a timely and effective manner from planning through to completion, operational acceptance and defect/warranty periods.
- 1.4 Arrange procurement, review service sheets/invoices before authorising payment. Ensure accurate files and procurement records are kept
- 1.5 Maintain financial statements relating to works. Monitor expenditure is within allocated budget
- 1.6 Ensures all relevant documentation is recorded in the Procurement Development and Management System (PDMS).
- 1.7 Ensure works are undertaken to comply with all appropriate Statutory Requirements, Codes, Standards and SMHS policies.
- 1.8 Ensure all documents associated with individual works including as constructed information, manuals, test results and other relevant documents are retained and filed for audit purposes within the Departmental filing systems.
- 1.9 Liaise with Maintenance Planning to ensure all new acquisitions of Plant and Equipment are included on planned maintenance schedules.
- 1.10 Establish and maintain effective communication pathways with Senior Management and other key staff members throughout SMHS.

### **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. Demonstrated ability to deliver works projects within budget, scope and agreed timeframes.
2. Demonstrated problem solving skills including the ability to conceptualise, analyse and implement solutions.
3. Experience with management of Contractors in works projects.
4. Knowledge of; and experience in, financial planning, management & reporting processes.
5. Demonstrated ability to provide leadership and facilitate effective teamwork.
6. Demonstrated high level communication, negotiation and interpersonal skills.
7. Current "C" or "C.A." class drivers licence.

### **Desirable Selection Criteria**

1. Tertiary qualification or equivalent experience in a related area.
2. Project Management Qualification or equivalent experience.
3. Competency with Microsoft Office software (including MS project, MS Visio) and experience with Procurement and Document Management software.
4. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### **Appointment Prerequisites**

Appointment is subject to:

- 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
_____ Dept. / Division Head 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	08 May 2019
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