



HSS Registered

Manager Infrastructure
Health Salaried Officers Agreement: G-10
Position Number: RP603317
Facilities Management & Infrastructure
Finance & Infrastructure / East Metropolitan Health Service (EMHS)

Reporting Relationships

Director of Facilities Management & Infrastructure
 Award Level: HSO G-13
 Position Number: 603019



This Position



Directly reporting to this position:

Title	Classification	FTE
• Business Manager	HSO G-9	1 FTE
• Procurement and Contract Manager	HSO G-9	1 FTE
• Fleet and Leasing Coordinator	HSO G-6	1 FTE



Also reporting to this supervisor:

- Manager Facilities Projects, G-10, 1FTE
- Manager Facilities Management, G-10, 1FTE
- Senior Project Manager, G-10, 2FTE

Key Responsibilities
 Responsible for leading the strategic development and planning of the Facilities Management and Infrastructure Division. This position formulates and implements business improvement strategies and systems which support the achievement of EMHS objectives, priorities and reform agenda. Responsible for leading and directing the Business Services function within the Division and ensuring compliance against EMHS policies and external agency procurement rules and guidelines.

EMHS Vision and Values

Our Vision

*Healthy people, amazing care.
Koorda moort, moorditj kwabadak.*

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

Brief Summary of Duties (in order of importance)

1. Strategic Leadership

- 1.1 Demonstrates strategic leadership behaviours that actively support the EMHS vision, mission and values.
- 1.2 Develops and maintains effective relationships with, and provides advice to, senior management and executive peers, colleagues and key stakeholders throughout EMHS to ensure decisions made within the Facilities and Infrastructure Division are consistent with organisation objectives and direction.
- 1.3 Directs and leads on strategic development and planning activities and initiatives within the Division and provides leadership in the planning and delivery of quality services.
- 1.4 Provides leadership, professional direction and support throughout EMHS on infrastructure and facility services including business case development and procurement and contract management issues.
- 1.5 Directs and manages the ongoing and systematic application of continuous quality improvement principles and business improvement initiatives.
- 1.6 Accountable for the performance of direct reports and participates in performance development processes for staff as required.
- 1.7 Leads and promotes a work environment and culture that empowers and motivates staff and promotes the development of job-relevant skills and potential.

2. Strategic Management

- 2.1 Manages the EMHS Strategic Asset Management Plan and ensures a strong linkage between major infrastructure projects and the EMHS Clinical Services Plan.
- 2.2 Proactively develops and implements business improvement strategies to support organisational performance priorities and reform.
- 2.3 Leads and manages the Division's engagement of and response to, audit programs and leads the implementation of relevant audit recommendations.
- 2.4 Ensures Division compliance against works, maintenance and repairs procurement policies and principles.
- 2.5 Provides strategic input on major strategic infrastructure projects including the EMHS Capital Works Program.
- 2.6 Supports the Director of Facilities Management and Infrastructure and Executive Director of Finance and Infrastructure in the delivery of Ministerials, Business Cases, Briefing Notes, Reports and other business related documentation.

3. Policy, Compliance and Performance

- 3.1 Monitors and ensures compliance with Government, Department and Public Sector policy and processes and facilitates education and awareness where needed.
- 3.2 Responsible for the development, evaluation and implementation of policies as related to infrastructure and facilities.
- 3.3 Maintains an expert awareness of relevant policies, research and trends in relation to Facilities Management and Infrastructure.
- 3.4 Leads the development of business plans, operational plans, strategic plans and various review reports/strategies as required.
- 3.5 Develops implements and monitors performance measurement and improvements systems for the Division including key performance indicator development and monitoring.

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Actively participates in the Peak Performance program.
- 4.3 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.
- 4.4 Adheres to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
- 4.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.6 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

5. Undertakes other duties as directed.

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

Essential Selection Criteria

1. Demonstrated extensive leadership skills and experience including a proven ability to effectively manage and inspire people and work groups.
2. Demonstrated extensive conceptual and strategic problem-solving skills and experience.
3. Demonstrated high-level communication, interpersonal, negotiation and presentation skills with the proven ability to effectively liaise and consult while building relationships at the most senior levels of the public and private sector.
4. Demonstrated high-level written communication skills together with the proven ability to prepare complex reports, business cases and other associated documents.
5. Planning and policy development and implementation skills.
6. Experience in managing organisation change to deliver services that are consistent with client needs and organisation objectives.
7. Previous experience implementing large scale complex reform projects.
8. Possession of a relevant tertiary qualifications to AQF Level 7
9. 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. Completion of or substantial progression towards formal post graduate qualifications in management/corporate discipline at AQF Level 8
2. Previous experience working in a healthcare and/or infrastructure and facilities setting

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 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 August 2019	Last Updated on October 2019
------------------------	------------------------------