



**HSS Registered**

**Facilities Maintenance Manager  
Royal Perth Hospital  
Health Salaried Officers Agreement: Level G8**

**Position Number: 601987**

**Facilities Management and Infrastructure, Finance & Infrastructure  
East Metropolitan Health Service (EMHS)**

**Reporting Relationships**

Director Facilities Management and Infrastructure  
HSO Level G13  
Position Number: 603019



Manager Facilities Management  
HSO Level G10  
Position Number: 102579



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Engineering Supervisor	HSO G6	1.0
• Building Supervisor	HSO G6	



Also reporting to this supervisor:

- Facilities Operations Manager; HSO G8; 1.00 FTE
- Campus Facilities Manager AHS; HSO G8; 1.00 FTE
- Campus Facilities Manager BHS; HSO G8; 1.00 FTE
- Works Planner; HSO G5; 1.00 FTE

**Key Responsibilities**

Provides leadership to and manages the physical, financial and human resources of the Facilities Maintenance Section at Royal Perth Hospital in accordance with departmental and organisational requirements and objectives.

## 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. Leadership and Management

- 1.1 Provides leadership to and manages the physical, financial and human resources of the Facilities Maintenance Section in accordance with departmental and organisational requirements and objectives.
- 1.2 Manages maintenance and repair activities to ensure they meet requirements and are conducted in an efficient, effective, safe, timely and cost effective manner.
- 1.3 Works closely with the Facilities Operations Manager (RPH) to ensure the delivery of effective and reliable engineering and building services that are in accordance with overall departmental requirements.
- 1.4 Provides input to and/or develops strategies to optimise lifecycle cost of plant and facilities and manages resources to achieve required levels of performance.
- 1.5 Ensures all statutory maintenance requirements are undertaken in accordance with legislation, policy and relevant procedures.
- 1.6 Ensures that the maintenance of plant, equipment and systems is undertaken in accordance with applicable Codes of Practice, Standards or manufacturers' instructions and procedures.
- 1.7 Provides input to the development of and manages quality assurance programs and improvement activities relating to the provision of maintenance and repair services.
- 1.8 Develops implements and manages section performance against agreed performance indicators.
- 1.9 Manages the use of external service providers and undertakes contract management activities as they relate to the provision of maintenance and repair services.
- 1.10 Manages the investigation of complex technical problems and provides written advice together with recommendations on remedial actions.

### 2. Other

- 2.1 Undertakes the project management of capital infrastructure projects as required.
- 2.2 Provides advice to senior management, hospital staff, suppliers and key stakeholders on issues that relate to the operations of plant, equipment and systems.

### 3. EMHS Governance, Safety and Quality Requirements

- 3.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 3.2 Actively participates in the Peak Performance program.
- 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 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.
- 3.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.6 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.

### 4. 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. Substantial experience within a complex facilities maintenance environment including demonstrated ability to manage human, financial and physical resources.
2. Well developed leadership skills.
3. Highly developed communication and interpersonal skills including the ability to liaise and consult with a range of stakeholders in various contexts.
4. Highly developed organisational skills with the ability to manage numerous tasks in a high pressure environment.
5. Demonstrated conceptual, analytical and problem solving skills.
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 or progress towards a relevant tertiary qualification.
2. Extensive knowledge of plant operations and maintenance procedures, and Post Graduate/TAFE Qualification in a management, as they relate to large and complex facilities.
3. Relevant experience in the use of personal computer software applications, and knowledge of basic clerical and other general office procedures.

#### 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	Last Updated on
	October 2019