



## HSS REGISTERED

**Building Project Officer**  
**Health Salaried Officers Agreement; HSO Level G5**  
**Position Number: 002462**  
**Infrastructure & New Works Fremantle Rockingham & Peel Zone**  
**Fremantle Hospital & Health Service / South Metropolitan Health Service**

### Reporting Relationships

Area Director Infrastructure, Facilities Management & HSS  
 Award Level: HSO G12  
 Position Number: 113377



Manager, Facilities Management  
 Award Level: HSO G10  
 Position Number: 113378



**This Position**



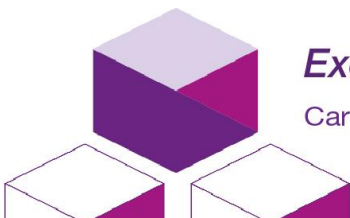
Directly reporting to this position: Nil

← Also reporting to this supervisor:

- Campus Facilities Manager FH, HSO G8; 1.00FTE
- Campus Facilities Manager RGH, HSO G8; 1.00FTE
- Works Officer, HSO G6; 1.00FTE
- Business Support Officer, HSO G4; 1.00FTE

### Key Responsibilities

Organise and supervise the work activities of contractors on work projects. Investigates work requests and prepares quotations & estimates for various projects. Maintains financial statements relating to projects and ensures accurate files and purchase order information is kept. Responsible for all staff accommodation relocations including furniture, fitting and equipment transfers, recycling, donations and disposals.



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

## Brief Summary of Duties (in order of importance)

### 1. General Duties

- 1.1 Identifies and liaises with key stakeholders for each assigned project. Provides technical advice concerning the proposed works and ensures all projects are completed to the stakeholder's satisfaction for Fremantle Hospital & Health Service, Rockingham & Peel Zone.
- 1.2 Compiles specifications and prepares "scope of work" documentation for assigned projects. Obtains quotations or organises tenders in accordance with Department of Treasury and Finance and State Supply Commission policies.
- 1.3 Manages assigned works projects using external contractors. Supervises and controls all aspects of the works from planning through to completion and project handover.
- 1.4 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 Raises purchase requisitions as required, checks details of service sheets/invoices before authorising for payment. Ensures accurate files and purchase order information is kept.
- 1.6 Maintains financial statements relating to work projects to monitor expenditure allocated and ensure budgetary controls.
- 1.7 Implements quality control measures to ensure all projects are completed to an acceptable standard and in a timely and effective manner.
- 1.8 At all times ensures work is undertaken in a safe, economical and efficient manner to comply with all appropriate statutory requirements, codes, standards and health service policies.
- 1.9 Ensures all documents associated with individual works projects, including as constructed information, manuals test results, etc., are retained and filed for audit purposes within the Departmental filing systems.
- 1.10 Keep Manager Infrastructure & New Works updated on the status of projects by providing ongoing works progress reports.
- 1.11 Updates departmental information files with new acquisitions and advises maintenance planner regarding the installation of any new maintainable or testable assets to facilitate the creation of appropriate planned maintenance schedules.
- 1.12 Responsible for the Fremantle Hospital & Health Services Photocopier Contract with regards to procurement, maintenance, usage controls, verification of invoices and associated contract issues with budget adjustments and variations.
- 1.13 Responsible for all staff accommodation relocations including furniture, fitting and equipment transfers, recycling, donations and disposals.

### 2.1 SMHS Governance, Safety and Quality Requirements

- 2.2 Participates in the maintenance of a safe work environment.
- 2.3 Participates in an annual performance development review.
- 2.4 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 and other recognised health standards.
- 2.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.6 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.7 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
- 2.8 Undertakes other duties as directed.

## **Work Related Requirements**

### **Essential Selection Criteria**

1. Demonstrated Project Management skills including extensive experience in planning and management of multiple concurrent tasks.
2. Supervisory experience together with sound human resource management attributes.
3. Well-developed organisational and time management skills.
4. Excellent interpersonal, verbal and written communication competencies.
5. Demonstrated contract management experience.
6. Proven high level experience with Microsoft Office software programs.

### **Desirable Selection Criteria**

1. Trade certificate or equivalent experience.
2. Previous experience within the health care industry.
3. 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:

- 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** November 2019