



# Healthy kids, healthy communities

Compassion Excellence Collaboration Accountability Equity Respect

## Director Infrastructure and Facilities Management

Position Number: 00015192  
 Classification: HSO Level G12  
 Agreement: Health Salaried Officers Agreement  
 Directorate: CAHS Procurement, Infrastructure and Contract Management  
 Department:  
 Location: Perth Children's Hospital – Nedlands

### Reporting relationships

This position reports to:

00014226	Executive Director Procurement Infrastructure and Contract Manager	Level
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Positions under direct supervision:

Infrastructure Manager TBC

00013543 Community Facilities Coordinator G-9 FTE 1.0

00014212	Manager Land and Property	G-9	FTE 1.0
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New Works Manager TBC

### Key Responsibility

Responsible for leadership and operational management of the CAHS Infrastructure and Facilities Management Division of Child and Adolescent Health Service (CAHS). Undertakes strategic and operational planning in the area of Infrastructure and Facilities Management to support the strategic objectives of CAHS. Oversees compliance with relevant policies, procedures and standards with respect to facilities maintenance and operations; new and minor works; major capital works; and land and property management.



## About our health service

The Child and Adolescent Health Service (CAHS) is a comprehensive service that supports and treats children from around Western Australia, and is committed to programs that promote lifelong health in children and adolescents.

### CAHS is made up of three service streams:

- **Community Health:** a comprehensive range of community based early identification and intervention services, as well as health promotion, to children and families in the Perth metropolitan area. Services are provided in a variety of settings including at home, local community health centres, child and parent centres and schools.
- **Child and Adolescent Mental Health Services (CAMHS):** provide mental health services to infants, children, young people and their families across the Perth metropolitan area. Services include community based programs, inpatient care at Perth Children's Hospital and specialised services for children with complex mental health conditions across the State.
- **Perth Children's Hospital (PCH):** is the specialist State-wide paediatric hospital and trauma centre for Western Australia, caring for children up to the age of 16. PCH is also a centre of excellence for teaching and research, partnering in major paediatric research and education initiatives led by the Telethon Kids Institute (TKI) and the State's universities.

## Our vision

### Healthy kids, healthy communities

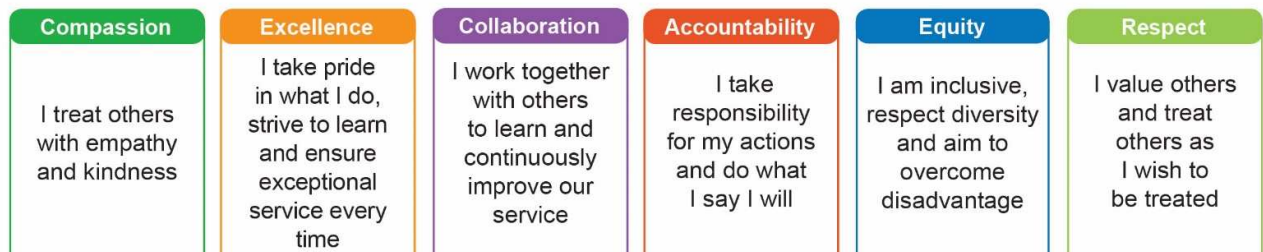
Our vision of 'healthy kids, healthy communities' sees that children and young people get the best start in life through health promotion, early identification and intervention and patient centred, family-focused care.

## Our objectives



## Our values drive us

CAHS promotes a values based workplace culture and all employees are expected to translate our values into action by providing high quality care through:



## Summary of accountabilities

### 1. Strategic Leadership and Accountability

- Strategic planning and accountability for ensuring compliance with government infrastructure obligations, including Department of Health (DoH) Health Infrastructure Unit (HIU) requirements and Department of Treasury Strategic Asset Management Framework.
- Contributes to and participates in; strategic planning processes, policy development, performance monitoring and the management of resources within Infrastructure and Facilities Management.
- Overall responsibility for ensuring all areas of the CAHS are provided with high quality building infrastructure and associated services to enable them to efficiently and effectively perform their core functions.
- Overall accountability for budget management and funding requests for Infrastructure and Facilities Management within CAHS.
- Overall accountability for ensuring compliance with government obligations in accordance with WA Health Procurement Guidelines and liaising with other government agencies (i.e. Health Support Services, Office of the Chief Procurement Officer, and Building Management and Works)
- Lead and direct planning for large infrastructure and redevelopment projects across CAHS.
- Leads and directs the planning and delivery of quality services including the ongoing systematic application of continuous quality improvement principles in evaluating and meeting customer needs and expectations.
- Facilitates the professional development of staff under direct supervision and promotes the ongoing development of staff within the Facilities Management and Infrastructure Division generally.
- Directs the development of service and contract agreements for the delivery of Facilities Management that specify outputs and performance reporting arrangements.
- Responsible for ensuring that the outcomes achieved by the Division are in accordance with the strategic directions and principles determined by the Executive Director Procurement Infrastructure and Contract Management.
- Represents CAHS as required on related matters.

### 2. Operational Responsibilities

- Leads and directs all operational activities relating to facilities management for the CAHS.
- Overall responsibility for ensuring Area Health Service facilities and assets are managed at a strategic whole of life level and makes recommendations to the Executive Director Procurement Infrastructure and Contract Management on major development and replacement initiatives.
- Ensures Executive Directors and nominated senior staff at each site are appropriately consulted on matters relating to infrastructure systems, facilities operations and the delivery of health support services.
- Oversees the facilities maintenance program and co-ordinates minor works.
- Manages land and property services, including leasing, for CAHS facilities in liaison with other Government agencies, non-Government Organisations, other Health Service Providers and commercial entities.
- Oversees and monitors office accommodation planning and allocation in alignment with CAHS Office Planning Policy.

### 3. CAHS governance, integrity, safety and quality requirements

- Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the CAHS Vision and CAHS Values of Compassion, Collaboration, Accountability, Respect, Excellence and Equity.
- Maintains a safe work environment by taking reasonable care for own health and safety and that of others.
- Ensures as far as practicable, the provision of a safe working environment in consultation with employees under their supervision.
- Undertakes duties to an agreed performance standard to support safe, high-quality health care with a focus on continual improvement, efficiency, effectiveness and sustainability.
- Directly or indirectly supports the delivery of safe patient care and the consumers' experience ensuring services are family centred.
- Contributes to continuous quality improvement activities by identifying, facilitating or participating in practices in accordance with the requirements of the National Safety and Quality Health Service (NSQHS) Standards, health service strategic direction and the WA Public Sector.
- Completes mandatory and core requirement training as relevant to the role and service.
- Performs duties in accordance with WA Public Sector, WA Health, CAHS and other specific service policies and procedures and applicable legislative obligations under *Public Sector Management Act (WA) 1994*, *Health Services Act (WA) 2016*, *Occupational Safety and Health Act (WA) 1984*, *Disability Services Act (WA) 1993* and the *Equal Opportunity Act (WA) 1984*.
- Actively contributes to the development of the health service by undertaking other duties as directed including additional tasks or projects in line with continual improvement, collaboration and sustainable health initiatives.

## Work related requirements

The following criteria should be considered in the context of the CAHS Vision, Objectives and Values.

### Essential selection criteria

1. Exemplifies personal integrity and commitment to public service
  - Adheres to and promotes the public sector values and acts with integrity and professionalism
  - Encourages high standards in others
  - Prepared to make tough corporate decisions to achieve desired outcomes
2. Shapes and Manages Strategy
  - Develops the strategic direction for the business unit and creates a shared sense of purpose
  - Seeks to align business unit activities with strategic priorities
  - Uses knowledge of the organisation to provide a context for others
  - Shows judgment, intelligence and common sense
3. Achieves Results/Operational Excellence
  - Demonstrated ability to deliver services that are consistent with customer/clients needs and defined outcomes.
  - Demonstrated ability to manage available resources while ensuring high quality service delivery.
4. Build Productive Relationships
  - Demonstrated ability to promote a work environment that empowers, motivates and develops the diverse talents of people.
  - Demonstrated ability to develop and manage an appropriate skilled workforce.
  - Demonstrated ability to establish networks and to communicate effectively with a diverse range of people.
5. Communicates and influences effectively
  - Communicates clearly
  - Listens, understands and adapts to audience
  - Negotiates and advocates persuasively
  - Values individual differences and diversity
6. Extensive experience leading infrastructure activities, building construction projects, and asset management.
7. Comprehensive knowledge of contemporary facilities management practices, operations and related legislation at a strategic level.
8. Current Drivers Licence.
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. Relevant tertiary qualifications or extensive experience.
2. Understanding of current issues facing the public health system in Western Australia.

Appointment to this position is subject to the following:

- Evidence of current and valid driver’s licence.
- Provision of the minimum identity proofing requirements in line with the standards set by the National Security Strategy.
- Successful criminal record screening clearance.
- Successful pre-employment integrity check.
- Successful pre-employment health assessment.

## Certification

Created on	Last Reviewed	HSS Registered
14/11/2019	14/11/2019	28/11/2019

I verify that the details in this document are an accurate reflection of the requirements of the position.

Manager / Supervisor	Signature or HE Number	Date

As an Occupant of this position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or HE Number	Date