



HSS Registered

Director Facilities Management and Infrastructure

Health Salaried Officers Agreement: Level G-13

Position Number: RP603019

Facilities Management & Infrastructure

Division of Finance and Infrastructure / East Metropolitan Health Service (EMHS)

Reporting Relationships

Chief Executive
East Metropolitan Health Service
Position Number: RP602766



Executive Director - Finance and Infrastructure
Award Level: Health Executive - Grade B - Corporate
Position Number: RP602935



This Position



Directly reporting to this position:

Title	Classification	FTE
• Manager Facilities Projects	HSO; G-10	1.00
• Manager Facilities Management	HSO; G-10	1.00
• Project Manager	HSO; G-10	1.00
• Leasing and Accommodation Officer	HSO; G-5	1:00
• Executive Secretary	HSO; G-4	1:00

Also reporting to this supervisor:

- Director Finance; HSO G-12; 1.00FTE
- Manager Business & Activity; HSO G-10; 1:00FTE
- Manager Program Business & Business Planning; HSO G-10; 1:00FTE
- Manager Revenue; HSO G-10; 1:00FTE
- Executive Assistant; HSO G4

Key Responsibilities

Directs, and is responsible for, the operations of the Facilities Management and Infrastructure Division of the East Metropolitan Health Service. Ensures the division meets all compliance and accountability requirements and provides a robust base for decisions on the effective and efficient utilisation of all physical, human and financial resources consistent with relevant policies and standards. Formulates and then implements operational procedures and systems which support the achievement of strategic objectives. The Facilities Management and Infrastructure Division includes; Facilities Management (Facilities Maintenance and Facilities Operations) Infrastructure Projects (including major and minor capital works), Fleet & Property Leasing.

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 and Accountability

- 1.1. As a member of the senior management team this role contributes to and participates in; strategic planning processes, policy development, performance monitoring and the management of resources within Facilities Management and Infrastructure.
- 1.2. Overall accountability for the budget (Capital and Operational) management activities of the Facilities Management Division for the EMHS.
- 1.3. 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)
- 1.4. 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.
- 1.5. Investigates and directs the implementation of alternative service delivery methods and leads associated change management activities as required.
- 1.6. Facilitates the professional development of staff under direct supervision and promotes the ongoing development of staff within the Facilities Management and Infrastructure Division generally.
- 1.7. Directs the development of service and contract agreements for the delivery of Facilities Management that specify outputs and performance reporting arrangements.
- 1.8. Overall responsibility for ensuring all areas of the EMHS are provided with high quality building infrastructure and associated services to enable them to efficiently and effectively perform their core functions.
- 1.9. Responsible for ensuring that the outcomes achieved by the Division are in accordance with the strategic directions and principles determined by the Executive Director Finance and Infrastructure.
- 1.10. Represents the EMHS as required on facilities management matters.

2. Operational Responsibilities

- 2.1. Leads and directs all operational activities relating to facilities management for the EMHS.
- 2.2. Overall responsibility for ensuring Area Health Service facilities and plant assets are managed at a strategic whole of life level and makes recommendations to the Executive Director Finance and Infrastructure on major development and replacement initiatives.
- 2.3. 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.
- 2.4. Manages the facilities maintenance program and co-ordinates minor works.
- 2.5. Manages leasing of EMHS property and its associated infrastructure.
- 2.6. Overall responsibility for the fleet management of all EMHS vehicles.

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

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. Comprehensive knowledge of contemporary facilities management practices, operations and related legislation with substantial experience in their practical application at a strategic optimum level.
7. Extensive experience managing building construction projects, building maintenance and plant maintenance programs.
8. 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. Understanding of current issues facing the WA Health Industry.
2. Relevant tertiary qualifications or extensive experience.

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 January 2020
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