



# Healthy kids, healthy communities

Compassion

Excellence

Collaboration

Accountability

Equity

Respect

## Uniform Coordinator

### Position details

Position Number:	00014256
Classification:	HSO Level G3
Agreement:	Health Salaried Officers Agreement
Division/Service:	Procurement Infrastructure and Contract Management
Organisational unit:	Patient Support Services
Location:	Perth Children's Hospital

### Reporting relationships

This position reports to:	00012955	Manager Environmental Services & Logistics	Level 7
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Positions under direct supervision:

### Key Responsibility

Coordinates the uniform ordering process including managing returns, made to measure orders, uniform distribution, uniform laundering and invoice reconciliation. ■



## 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

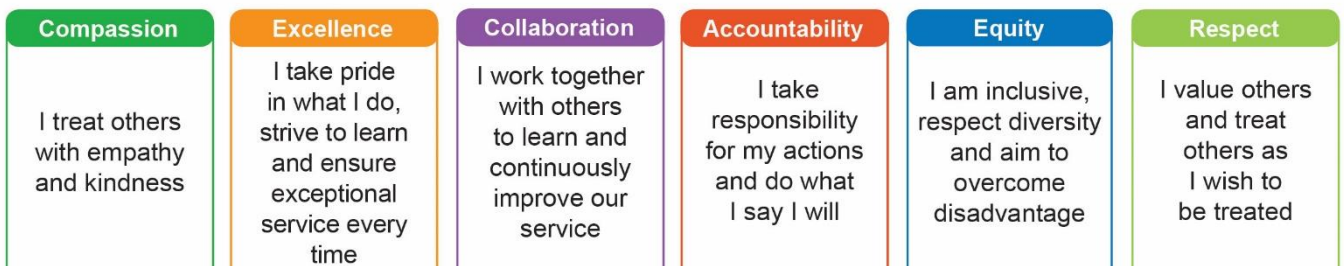
Our vision of ‘healthy kids, healthy communities’ sees that children and young people get the best start in life through health promotion, early identification and intervention and patient centred, family-focused care.

## 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. Administrative Duties

- Processes all uniform orders
- Distributes uniforms to staff
- Coordinates any returns or replacements where uniform items have been soiled or damaged through normal wear and tear
- Manages and maintains the PCH Uniform Sample Sets including laundering and stock control
- Ensures all uniform orders are accurately recorded and monitored including the maintenance of the relevant stock management system
- Develops and prepares accurate reports on statistics and efficiencies to ensure that uniforms are provided in accordance with relevant Industrial Agreements
- Ensures that all uniform deliveries are reconciled and all invoices are accurate and ready for processing
- Maintains all documentation including Standard Operating Procedures, Workflows and Order Forms
- Monitors all made to measure orders and ensures that these orders meet the expected standard of dress and agreed Uniform Policy

### 2. Liaison and Representation

- Liaises with staff and managers regarding uniform ordering process
- Liaises with uniform supplier regarding all orders, returns, concerns and feedback
- Represents the uniform ordering process at relevant meetings
- Liaises with relevant management regarding the replacement of any discontinued lines of garments from the supplier

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

- Ensures as far as practicable, the provision of a safe working environment in consultation with employees under their supervision.
- Participates in the Child and Adolescent Health Service (CAHS) performance development review process and undertakes ongoing performance development review with employees under their supervision.
- Supports the delivery of safe patient care and the consumers' experience ensuring services are family centred. This includes 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.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, CAHS and Departmental / Program specific policies and procedures.
- Abides by and upholds the WA Health Code of Conduct, CAHS Vision, Mission and Values, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

## 4. Undertakes other duties as required

### Essential Selection Criteria

1. Relevant experience working in the receipt of goods and services within a large organisation.
2. Demonstrated effective time management, organisational, administrative and problem solving skills.
3. Effective written, verbal and interpersonal skills with the ability to communicate and negotiate with staff from all levels of the organisation including external suppliers.
4. Demonstrated working knowledge of the Microsoft Office suite, with particular proficiency in Excel.
5. Demonstrated ability to work under pressure and unsupervised.

### Desirable Selection Criteria

1. Experience in the use of procurement software.
2. Previous experience in the service delivery of uniforms or linen within a large organisation.
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 Pre-requisites

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

Created on	Last Reviewed	HSS Registered
1/09/2018	16/03/2020	16/03/2020
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
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