



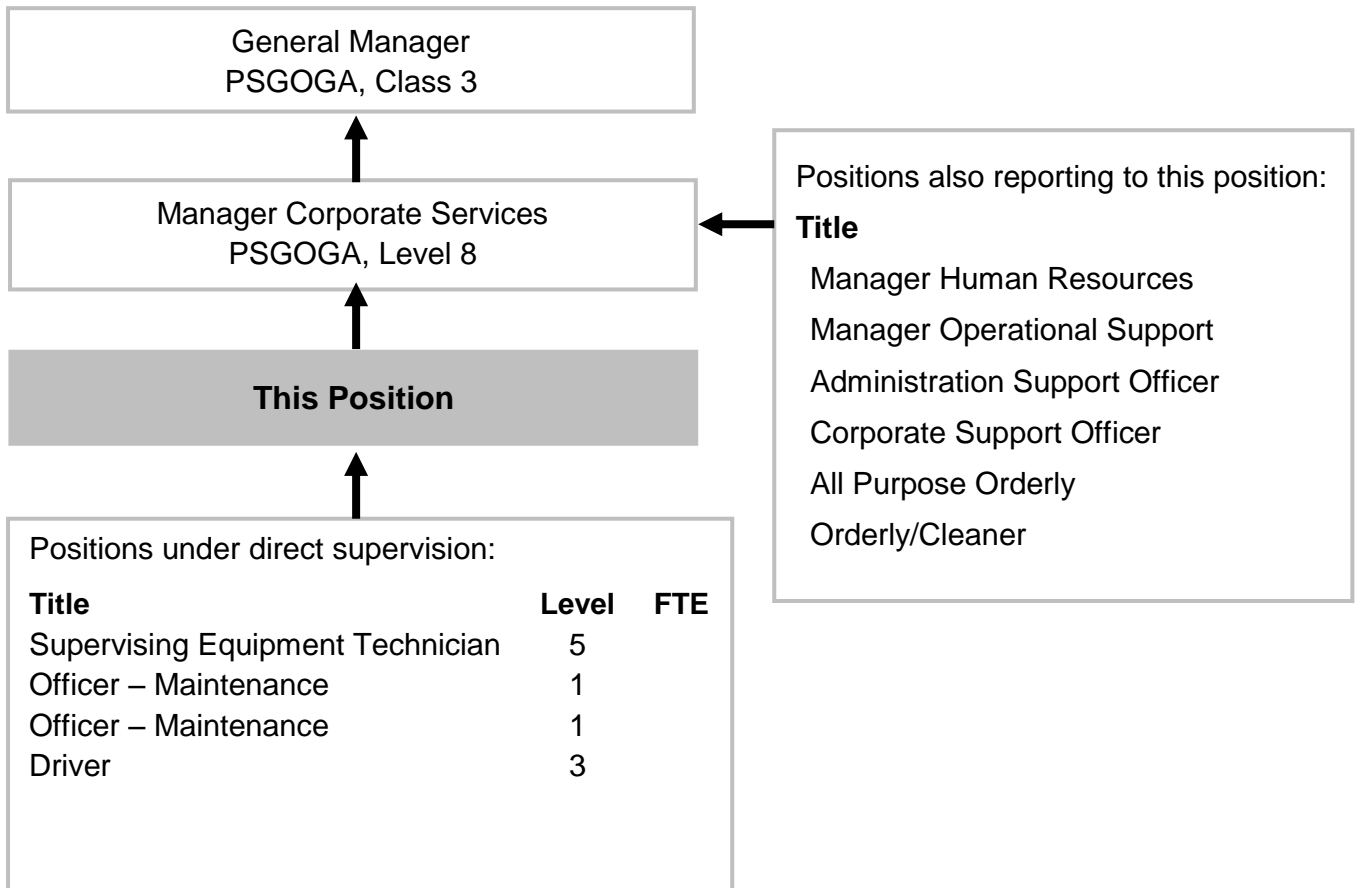
Job Description Form

MANAGER PHYSICAL RESOURCES

Public Service and Government Officers General Agreement: Level 7
 Position Number; 00000635

Effective Date of Document: January 2019

Reporting Relationships



Key Responsibilities

Responsible for all aspects of the efficient management and operation of the Physical Resources Sub Section.

Brief Summary of Duties (in order of importance)

1. Administration

- Manage the Physical Resources Sub-Section of Dental Health Services.
- Ensures an efficient emergency and preventive maintenance programme is implemented.
- Prepares the building, equipment and maintenance budgets for new and existing facilities and coordinates expenditure programme.
- Develops the documentation detailing the specifications for the letting of contracts for the procurement of all aspects of equipment purchases.
- Maintains accurate records documenting inspections and all repairs and faults of classified machinery (i.e. all autoclaves/steam sterilisers and compressed air tanks above .15 cubic metres).
- Ensures regular inspections and reports on matters relating to the operation of the Section.
- Reports and advises on Occupational Safety and Health issues as required.

2. Supervision

- Supervises and commissions new equipment installations.

3. Technical

- Develops specifications and designs for the fabrication and modification of special or new equipment.
- Develops and assists with plans and documentation for new buildings.
- Develops plans and documentation detailing the specifications of alterations to existing buildings and mobile dental clinics.
- Authorises approved contracts and monitors progress of building construction and alterations by contractors.
- Ensures that all classified machinery is inspected and maintained to the requirements of the OSHW Regulations 1988, Machinery Safety Act 1974 and Australian Standard A33788-1990.
- Ensures buildings and equipment comply with Occupational Safety and Health Regulations.

4. Liaison

- Represents the Executive at Branch and Government authority meetings, on the design, construction and maintenance of new and existing buildings; inspects and reports on building progress.
- Liaises with Physical Resources Branch of the Health Department as necessary.
- Liaises with relevant equipment suppliers.

5. Training

- Ensures the implementation of technical training programmes for clinical staff.
- Ensures the provision of in-service training for technical personnel.
- Performs other duties as required.

6. Education & Training

- Undertakes education and development in relevant courses to ensure currency of knowledge.
- Participates in regular peer review and case review meetings.

7. DHS Governance, Safety and Quality Requirements

- Participates in the maintenance of a safe work environment. Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- Has an understanding and fulfils National Safety and Quality Health Services Standards requirements including but not limited to:
 - Participating in continuous safety and quality improvements actions, such as audits, reviews and drills that result in improvements to patient care, staff knowledge or the consumers experience that align with actions described within the standard.
 - Participating with the development, implementation, reporting and monitoring of DHS activities.
 - Ensuring records and statistics are kept in accordance with established procedures.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health and Dental Health Services Policies and Procedures including the relevant Occupational Safety and Health legislation, Equal Opportunity legislation and WA Health Code of Conduct

Work Related Requirements

Essential Selection Criteria

1. Proven management experience.
2. Extensive experience and knowledge of dental equipment and building maintenance.
3. Highly developed liaison and interpersonal skills.
4. Sound knowledge and understanding of relevant legislation and Australian Standards Association specifications.
5. High level of written and oral communication skills.
6. Sound knowledge of the mechanical, electrical and building trades.
7. Certified to test, repair and install dental x-ray machines.
8. Diploma, certificate of trade qualifications in relevant field (Electrical, Electronics, Mechanical Engineering).
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. Understanding of the operation of Dental Health Services.
2. Computing drafting skills.

Appointment Criteria

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

SPECIALISED EQUIPMENT OPERATED:

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

<u>Michael Shepherd</u>	_____	<u>HE06127</u>	<u>13/02/2019</u>
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

HSS Registered: Yes/No	Date:
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