



# JOB DESCRIPTION FORM

CLEARANCE REG NO. PWWF3158 - SP- 27MAY2021

## SECTION 1 - POSITION IDENTIFICATION

<b>SITE</b>	Forensic Biology
<b>DEPARTMENT</b>	Forensic Biology
<b>SECTION</b>	IT and Facilities

<b>POSITION TITLE</b>	Manager IT and Facilities
<b>LEVEL</b>	G9
<b>POSITION NO</b>	00016695
<b>AWARD</b>	WA Health – HSUWA – PACTS Industrial Agreement

## SECTION 2 - POSITION RELATIONSHIPS

RESPONSIBLE TO

Title:  
**Head of Department Forensic Biology**

**THIS POSITION**

Positions under direct Supervision:

<u>Title</u>	<u>Classification</u>	<u>FTE</u>
Manager Applications – Forensic Biology	TBC	1.0
Manager IT Infrastructure and Support	G7	1.0
Clerical Officer	G3	2.0
Stores Assistant	G3	1.0
Cleaner	H1/2	3.0

## SECTION 3 - KEY RESPONSIBILITIES

State BRIEFLY the key responsibilities or prime function of the position. Refer to definitions of terms to ensure the correct meaning of verbs frequently used eg. Controls, Maintains, etc.

Responsible for leading technology initiatives and driving system innovation and improvement across Forensic Biology, working with stakeholders across the Department to identify requirements and managing the implementation of new and/or updated solutions. Accountable for day to day applications and infrastructure support provided to the Forensic Biology team, ensuring support is timely and effective to meet customer needs.

Responsible for the provision of corporate management services and maintenance of the facility, including reception / front of house, cleaning and security services and contracts.

# JOB DESCRIPTION FORM

PAGE 2 OF 4

## MANAGER IT AND FACILITIES, LEVEL G9, POSITION NUMBER 00016695

### SECTION 4 – BRIEF STATEMENT OF DUTIES

Duty No.	
<b>1.0</b>	<b>SERVICE DELIVERY</b>  1.1 Directs the operations of the Forensic Biology IT and Facilities team to ensure that available human, financial and physical resources are used efficiently and effectively in pursuit of business outcomes.  1.2 Responsible for the preparation of the IT and Facilities budget submission and monitors performance.  1.3 Oversees the acquisition and deployment of software and hardware.  1.4 Coordinates and manages projects related to Forensic Biology IT and facilities.  1.5 Oversees provision of IT security to Forensic Biology.
<b>2.0</b>	<b>PEOPLE MANAGEMENT</b>  2.1 Manages people resources required to provide the IT and Facilities service.  2.2 Manages training and provides mentoring for direct reports in the pursuit and achievement of goals and objectives within the IT and Facilities team.  2.3 Conducts and applies an approved performance management process.  2.4 Provides leadership and develop teamwork amongst staff to produce quality outcomes based on customer service principles and practices.
<b>3.0</b>	<b>STRATEGIC PLANNING</b>  3.1. Undertakes strategic information and information technology planning for both laboratory and administrative requirements in compliance with legislative and accreditation requirements.  3.2. Develops, implements and monitors strategic directions and policies for the use of information technology to ensure maximum productivity and customer service benefits.  3.3. Develops business cases for the development and implementation of information systems to support and advance the business of Forensic Biology.  3.4. Develops risk mitigation strategies for IT security.
<b>4.0</b>	<b>IT INFRASTRUCTURE</b>  4.1. Performs system architecture tasks including the analysis and design of network and server systems to enable efficient and cost-effective outcomes for Forensic Biology.  4.2. Manages the provision of IT infrastructure including end-user computing, online services and network infrastructure.  4.3. Manages the provision of expert and specialist services to facilitate laboratory and management information reporting.  4.4. Develops and applies approved procedures and practices for information system design, development, deployment, maintenance, technical documentation, security, problem resolution and the operation, backup and recovery of information systems.

## JOB DESCRIPTION FORM

PAGE 3 OF 4

### MANAGER IT AND FACILITIES, LEVEL G9, POSITION NUMBER 00016695

**5.0**

#### **FACILITIES MANAGEMENT**

- 5.1. Oversees facilities operations including the physical and electronic security, front-of-house services, cleaning, procurement, supply and inventory management.
- 5.2. Oversees contract management services relating to the Forensic Biology facility including leases, outgoings, utilities and managing the relationship with the facility landlord.

**6.0**

#### **OTHER**

- 6.1. Performs duties in accordance with organisational Policies and Procedures.
- 6.2. Performs duties in accordance with relevant Occupational Health and Safety and Equal Opportunity Legislation.
- 6.3. Conducts duties in a manner that is ethical and promotes a positive image of PathWest Laboratory Medicine WA.
- 6.4. Participates in Performance Planning and Review.
- 6.5. Performs other duties as directed.

# JOB DESCRIPTION FORM

PAGE 4 OF 4

## MANAGER IT AND FACILITIES, LEVEL G9, POSITION NUMBER 00016695

### SECTION 5 - SELECTION CRITERIA

#### ESSENTIAL MINIMUM REQUIREMENTS

1. Demonstrated experience in managing contemporary information technology systems in a complex organisation and ability to align information technology systems to business needs.
2. Demonstrated ability to develop strategies, and implement and maintain information system solutions to achieve objectives.
3. Demonstrated experience in Application and / or Infrastructure Architecture.
4. Demonstrated experience in facilities management including the management of contracts, services and security systems.
5. Demonstrated ability to manage people effectively and provide team leadership that promotes a client focussed culture.
6. Demonstrated highly developed conceptual and analytical skills.
7. Demonstrated highly developed written and verbal communication skills including interpersonal and negotiation skills.
8. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment, people management and service delivery.

#### DESIRABLE REQUIREMENTS

1. Higher education Bachelor's degree in IS / IT or other relevant discipline.
2. Possession of or progress towards relevant Application and Infrastructure Architecture qualification such as TOGAF.
3. Knowledge of the Information Technology Infrastructure Library (ITIL) in relation to information technology services.
4. Previous relevant experience with laboratory information systems and management of laboratory information.
5. Knowledge of health service procedures as related to IT and procurement.

### SECTION 6 – APPOINTMENT FACTORS

1. Evidence of eligibility of relevant professional body must be provided prior to commencement.
2. Working arrangements will include 152 hours over any 28 consecutive days, which may include Saturday and Sunday.

<b>LOCATION</b>	Forensic Biology	<b>ACCOMMODATION</b>	NA
<b>ALLOWANCES/SPECIAL CONDITIONS/PRE-EMPLOYMENT REQUIREMENTS:</b> <ul style="list-style-type: none"><li>• Successful criminal record clearance as per Department of Health's Criminal Record Screening Policy.</li><li>• Completion of identification check - 100 point identification check required.</li><li>• Police Integrity Check. Appointee to this position will be required to be cleared through a WA Police Force Integrity Check prior to employment in Forensic Biology and to maintain that clearance at all times.</li><li>• DNA sample. The appointee must provide a DNA reference sample for the duration of their employment in Forensic Biology, so that their DNA profile(s) can be stored on an electronic database and compared to other profiles to exclude the possibility of contamination.</li><li>• Successful Pre-Employment Health Assessment required.</li><li>• Successful Pre-Employment Integrity checks required.</li></ul>			
<b>SPECIALISED EQUIPMENT OPERATED</b>			

**JOB DESCRIPTION FORM**  
PAGE 5 OF 4

**MANAGER IT AND FACILITIES, LEVEL G9, POSITION NUMBER 00016695**

**CERTIFICATION**

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

**HEAD OF DEPARTMENT, FORENSIC BIOLOGY CHIEF EXECUTIVE**

**SIGNATURE**

**SIGNATURE**

**DATE**

**DATE**

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

NAME	SIGNATURE	DATE APPOINTED TO POSITION	DATE