



HSS REGISTERED

Assistant Operations Manager
Health Salaried Officers Agreement: G-7

Position Number: RP603459

Facilities Management Royal Perth Hospital / Facilities Management and Infrastructure / Finance and Infrastructure / East Metropolitan Health Service

Reporting Relationships

Manager Facilities Management
HSO Level: G-10
Position Number: 102579



Facilities Operations Manager
HSO Level: G-9
Position Number: 601986



This Position



Directly reporting to this position:

Title	Classification	FTE

Also reporting to this supervisor:

- Control Systems Technicians HSO G-5; 2.00FTE
- Technical Officer – Building Operations; HSO G-5; 1.00FTE
- Shift Engineer x 5 positions 102562, 102563, 102564, 102565 & 102566

Key Responsibilities

Assists in the management of the Facilities Operations department, including contract procurement and management and provides emergency relief Shift Engineer cover.

EMHS Vision and Values

Our Vision

***Healthy people, amazing care.
Koorda moort, moorditj kwabadak.***

Healthy people refer 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. Assistant Operations Manager Duties

- 1.1 Provides leadership support to the engineering and facilities team
- 1.2 Oversees budgeting, reporting, planning, and auditing
- 1.3 Assists in the management of external service providers and undertakes contract procurement and management activities as they relate to the provision of facilities operations.
- 1.4 Undertakes and completes project work as assigned by Facilities and Operations Manager.
- 1.5 Works with senior stakeholders and provides advice to management, hospital staff, suppliers and key stakeholders on issues that relate to the operations of plant, equipment and systems.
- 1.6 Undertakes technical investigations regarding improvements to, and enhancements of, existing services; including documentation and reporting of results.
- 1.7 Provides relief cover for the Facilities Operations Manager when required.
- 1.8 Coordinates the activities of the Shift Engineers, including rostering and shift cover.
- 1.9 Assists in the development, implementation, update and review of Facilities Management and operational policies and procedures.
- 1.10 Assist with HR and recruitment processes as required.

2. Shift Engineer Duties

- 2.1 Provides emergency Relief Shift Engineer cover when required.
- 2.2 Provides technical support to ensure the continued safe and efficient operation of all building and mechanical services at Royal Perth Hospital.
- 2.3 Investigates, diagnoses, reports and recommends technical solutions relating to complex faults on existing plant, equipment and systems. Initiates appropriate corrective actions.
- 2.4 Monitors and supervises plant operations whilst on shift to comply with policy and instructions.
- 2.5 Coordinates and directs the activities of trades staff and contractors when assigned.

3. EMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Post-Secondary Qualifications, equivalent of two to three years full time study (Advanced Diploma Level), in marine or electrical engineering or equivalent.
2. Considerable knowledge of plant operations and building services.
3. Well-developed written and oral communication skills.
4. Demonstrated ability to investigate complex technical problems and effective reporting of recommended solutions.
5. Demonstrated ability to complete assigned duties with minimum supervision.

Desirable Selection Criteria

1. Experience in the management and supervision of trades staff and contractors.
2. High Voltage Switching Operators (HVSO) certification
3. Boiler attendant certification
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

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
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_____ Dept. / Division Head Name	_____ Signature	or	_____ HE Number	_____ Date
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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	June 2021	Last Updated on	June 2021
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