



JOB DESCRIPTION FORM

Section 1 - POSITION IDENTIFICATION

		Position No:	200005
Division:	Kimberley	Title:	Regional Facilities Manager
Branch:	Corporate	Classification:	HSO Level G8
Section:	Infrastructure	Award/Agreement:	Health Salaried Officers Agreement

Section 2 - POSITION RELATIONSHIPS

Responsible to	<table><tr><td>Title:</td><td>Regional Director</td></tr><tr><td>Classification:</td><td>HSO Class 2</td></tr><tr><td>Position No:</td><td>200000</td></tr></table>	Title:	Regional Director	Classification:	HSO Class 2	Position No:	200000	Other positions reporting directly to this position: <table><tr><td>Title</td></tr><tr><td>Regional Supply Manager</td></tr><tr><td>Coordinator Property and Fleet</td></tr><tr><td>Redevelopment Project Officer</td></tr></table>	Title	Regional Supply Manager	Coordinator Property and Fleet	Redevelopment Project Officer
	Title:	Regional Director										
	Classification:	HSO Class 2										
Position No:	200000											
Title												
Regional Supply Manager												
Coordinator Property and Fleet												
Redevelopment Project Officer												
	↑											
Responsible to	<table><tr><td>Title:</td><td>Regional Manager Infrastructure & Support Services</td></tr><tr><td>Classification:</td><td>HSO Level G10</td></tr><tr><td>Position No:</td><td>615374</td></tr></table>	Title:	Regional Manager Infrastructure & Support Services	Classification:	HSO Level G10	Position No:	615374	←				
	Title:	Regional Manager Infrastructure & Support Services										
Classification:	HSO Level G10											
Position No:	615374											
	↑											
This position	<table><tr><td>Title:</td><td>Regional Facilities Manager</td></tr><tr><td>Classification:</td><td>HSO Level G8</td></tr><tr><td>Position No:</td><td>200005</td></tr></table>	Title:	Regional Facilities Manager	Classification:	HSO Level G8	Position No:	200005					
	Title:	Regional Facilities Manager										
Classification:	HSO Level G8											
Position No:	200005											
	↑											

Positions under direct supervision:	← Other positions under control:								
<table><thead><tr><th>Position No</th><th>Title</th></tr></thead><tbody><tr><td>200116</td><td>Regional Electrical Maintenance Officer – West Kimberley</td></tr><tr><td>100077</td><td>Regional Electrical Maintenance Officer – East Kimberley</td></tr></tbody></table>	Position No	Title	200116	Regional Electrical Maintenance Officer – West Kimberley	100077	Regional Electrical Maintenance Officer – East Kimberley	<table><thead><tr><th>Category</th><th>Number</th></tr></thead><tbody></tbody></table>	Category	Number
Position No	Title								
200116	Regional Electrical Maintenance Officer – West Kimberley								
100077	Regional Electrical Maintenance Officer – East Kimberley								
Category	Number								

Section 3 - KEY RESPONSIBILITIES

Responsible for the delivery of efficient and effective facility maintenance services ensuring that WACHS Kimberley facilities are maintained to an appropriate standard. Provides a regional expert level consultancy and advisory service to the Regional Manager Infrastructure & Support Services, Maintenance Managers and Operation Managers in complex engineering and maintenance issues.

TITLE	Regional Facilities Manager	POSITION NO	200005
		CLASSIFICATION	HSO Level G8



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

WA Country Health Service – KIMBERLEY

8 February 2022

REGISTERED

TITLE	Regional Facilities Manager	POSITION NO	200005
		CLASSIFICATION	HSO Level G8

Section 4 - STATEMENT OF DUTIES

Duty No	Details	Freq	%
1	FACILITIES MANAGEMENT		
1.1	Supports the Regional Manager Infrastructure & Support Services to manage and monitor compliance and accountability in facility management functions to ensure that WACHS Kimberley facilities are maintained to an appropriate standard.		
1.2	Responsible for the delivery of efficient and effective facility maintenance services for all Kimberley health care units including the development, implementation and monitoring of health facility related policies, strategies, benchmarking and guidelines.		
1.3	Oversees the management of the engineering and maintenance services and liaises with the relevant Operations Manager, Director KPHU and the REMO's in the management of maintenance services at remote sites.		
1.4	Provides leadership and supervision to the Maintenance Managers at Derby, Broome and Kununurra on all facets of facilities management.		
1.5	Participates in the process of strategic and operational planning where it relates to the provision of facilities and assets.		
1.6	Provides a regional expert level consultancy and advisory service to the Regional Manager Infrastructure & Support Services, Maintenance Managers and Operational Managers in complex engineering and maintenance issues.		
1.7	Supports the Regional Manager Infrastructure & Support Services in the coordination of special repairs and equipment programs and submissions for minor works programs and major capital works.		
1.8	Supports the budget management and physical resource requirements for the maintenance departments.		
1.9	Implements, reports and evaluates risks and recommendations from mandated Infrastructure including building, security, fire and electrical audits.		
1.10	Responsible for the implementation of energy management procedures and reporting for WACHS Kimberley.		
1.11	Ensures compliance with all legislative and regulatory requirements regarding staff licencing, occupational safety and health, plant operation and building standards and equipment servicing codes.		
2	COORDINATION AND CONSULTANCY		
2.1	Acts as Contract Manager for all WACHS Kimberley contracts relating to facilities and assets.		
2.2	Develops, implements, manages and evaluates engineering works contracts in accordance with relevant contract management policies and procedures.		
2.3	Develops procurement tender specifications in consultation with the Regional Manager Infrastructure & Support Services and Maintenance Managers.		
2.4	Undertakes the role of Project Manager for specific minor and major capital works projects.		
2.5	In consultation with Regional Manager Infrastructure & Support Services and Maintenance Managers; evaluates and negotiates with contractors on works to be performed and ensures work is completed to required standards.		
2.6	Provides a consultancy service to the Regional Manager Infrastructure & Support Services and the Maintenance Managers on the development and implementation of preventative and ongoing maintenance programs.		
2.7	Monitors preventative and planned maintenance performance and provides regular reports to the Regional Manager Infrastructure & Support Services and relevant Unit Managers / Directors regarding maintenance outcomes.		
2.8	Acts as the Kimberley representative and expert user for Agility, liaising with WACHS Infrastructure unit and Maintenance departments as required.		
2.9	Provides advice to the Regional Manager Infrastructure & Support Services and WACHS Kimberley Regional Executive in relation to the strategic management of WACHS Kimberley's physical assets.		
2.10	Assists in the forward planning and asset replacement program for all sites in the Kimberley Health region including budget estimates.		
3	OTHER		
3.1	Works closely with the Redevelopment Project Officer providing support with the planning and management of construction and refurbishment of facilities programs in the region as required.		
3.2	Actively participates in WACHS committees and working parties related to Infrastructure and capital works programs.		
3.3	Other duties as directed by the Regional Manager Infrastructure & Support Services or their delegate.		

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.

WA Country Health Service – KIMBERLEY

8 February 2022

REGISTERED

TITLE	Regional Facilities Manager	POSITION NO	200005
		CLASSIFICATION	HSO Level G8

Section 5 - SELECTION CRITERIA

ESSENTIAL:

- 1 Experience in the operation and maintenance of complex building and machinery services.
- 2 Knowledge of technical building construction and facility service system operations.
- 3 Sound experience in engineering management including planning and development of policies as well as experience in the development and management of construction and maintenance contracts.
- 4 Demonstrated well developed interpersonal, written and verbal communication skills, including the ability to consult and negotiate effectively with a wide range of stakeholders.
- 5 Leadership and supervisory skills including negotiation and conflict resolution.
- 6 Current C Class Drivers Licence and an ability and willingness to travel including overnight stays away from home.
- 7 Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these affect employment and service delivery.

DESIRABLE:

- 1 Tertiary qualification in a relevant Engineering discipline (Electrical or Mechanical).
- 2 An understanding and ability to use computerised maintenance management systems, building management systems and related PC packages.
- 3 Working experience in asset management in a health care provider or similar environment.

Section 6 - APPOINTMENT FACTORS

Location	Broome	Accommodation	As per WACHS Kimberley policy
Appointment/ Allowances Conditions	Where applicable - District Allowance, Annual Leave Travel Concession, one week additional Annual leave for above the 26 th parallel, air conditioning subsidy. Appointment is subject to: <ul style="list-style-type: none"> • Provision of the minimum identity proofing requirements • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check • Evidence of a current C or C-A class driver's licence and ability to travel within the region as required including overnight stays 		
Specialised equipment operated			

Section 7 - CERTIFICATION

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

Signature and Date: ____/____/____

Regional Manager Infrastructure Support Service
WACHS Kimberley

Signature and Date: ____/____/____

Regional Director
WACHS Kimberley

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	Date Signed

WA Country Health Service – KIMBERLEY

8 February 2022

REGISTERED