



HSS REGISTERED

**Assistant Director
(Estates and Infrastructure)**
Health Salaried Officers Agreement: Level G-10
Position Number: 115213
Contract Management and Procurement
South Metropolitan Health Service

Reporting Relationships

Executive Director Contract Management and Procurement
Award Level: HES Grade B
Position Number: 115193



Director Contract Operations
Award Level: HSO Level G12
Position Number: 111948



This Position



Directly reporting to this position

Title	Classification	FTE
Contract Manager	HSO Level G8	1 FTE

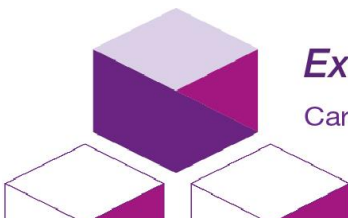


Also reporting to this supervisor:

- Assistant Director,
Level G10, 2.0 FTE

Key Responsibilities

Contributes to the achievement of Contract Management and Procurement goals and participation in policy making, strategic planning and active contract management. Provides leadership and operations management, performance management and monitoring the status of delivery of contracted services, including the FSH Facilities Management Services Contract (FMSC), delivered to the Fiona Stanley Fremantle Hospitals Group (FSFHG). Services under management include infrastructure, facilities/estates management, energy and utilities, grounds and pest and safety and incident management.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

SMHS Values

The SMHS considers the values, attributes and attitudes of candidates along with the assessment of competency-based criteria of the position as part of employee recruitment and ongoing performance development.

SMHS is unified across its hospitals and services by its values and behaviours that provide a strong expectation of conduct for all SMHS staff no matter where they work.



Brief Summary of Duties (in order of importance)

1. Leadership and Management

- 1.1 Assists and supports the Director in the planning and leadership of the SMHS Contract Management and Procurement directorate and the focus for the management of high risk/high value contracts and projects.
- 1.2 Manages audits and monitors the operations of a prescribed range of Facilities Management services within allocated resources and in compliance with contractual obligations including relevant policies and legislation.
- 1.3 Provides advice to stakeholders on the scope of various contracted services delivered to the SMHS including required deliverables under the FMSC.

2. Operational Responsibilities

- 2.1 Review and validate data and activity to ensure that the contracted services and activities comply with contract obligations and relevant statutory corporate governance requirements and as part of the management of these ensures that remedial action is implemented where required.
- 2.2 Monitors and reviews performance and compliance of contracts including the FMSC with regard to contractual obligations and performance measures and provides accurate and timely information to key stakeholders including the Director and SMHS Executive.
- 2.3 Liaises with and develops and maintains positive working relationships with internal and external stakeholders including other Government Agencies and the private sector.
- 2.4 Contributes at a strategic level to the reporting and recording systems to meet the requirements of local and legislative obligations.
- 2.5 Provides an advisory role to contract managers on contract performance and possible contract improvement including advice on asset management and compliance.
- 2.6 Initiates and facilitates forums and discussion groups to discuss and resolve issues relating operation of contracts including the FMSC.
- 2.7 Monitors contractual obligations and otherwise ensures that the State's contractual position is not disadvantaged through failure to take appropriate action.
- 2.8 Provides advice together with recommendations to the Director in respect to appropriate contractual action in response to measured performance.
- 2.9 Makes determinations of day to day performance matters and reviews audits of service performance to verify the service provider's self-assessment and general performance.
- 2.10 Provides advice, guidance and direction to all staff to facilitate the effective interface between the FSH Facilities Manager and the State. This includes identifying and managing potential conflict of interests and related issues arising within contract management.
- 2.11 Develops and advises on contract notices in accordance with the contractual obligations.
- 2.12 Manages or provides advice on procurement in accordance with the Procurement Rules and Department of Health policies.

3. Risk Management

- 3.1 Identifies risks or issues arising from the performance of the contracted services provided to SMHS and assists with mitigation and contract dispute where required.
- 3.2 Provides advice and assistance to staff and end users regarding procurement and contract obligations.

4. SMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including 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.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures, and applicable legislative obligations under the Public Sector Management Act, the Health Services Act, Work Health and Safety Act, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the role and the SMHS Values.

Essential Selection Criteria

1. Substantial experience in contract management including negotiating service specifications, monitoring and evaluation of performance of complex contracts and/or projects.
2. Demonstrated highly developed leadership and management skills.
3. Demonstrated high level of written and verbal communication skills with the ability to prepare complex contractual or procurement and technical documents.
4. Demonstrated high-level interpersonal, presentation, influencing and negotiation skills, with proven ability to liaise and consult effectively and build relationships at the most senior levels in the private and public sectors.
5. Demonstrated and extensive conceptual, analytical and strategic problem-solving skills and experience.
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Work Health Safety, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Knowledge of and experience in large scale contracted service delivery.
2. Experience in infrastructure and/or facilities/estates management.
3. Relevant knowledge of the WA health service context.
4. Tertiary degree qualifications in a relevant discipline would be highly regarded.

Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.