



# Job Description Form



GREAT SOUTHERN

Landscape Photos: Tourism Western Australia

**Position Title**

**Position number: 006020**

## Facilities Manager

### Regional Profile

The Great Southern is situated on Western Australia's south coast and covers 39,007 square kilometres. The Great Southern is unmatched for the scale, diversity and accessibility of its natural attractions, including rugged coastline, white sandy beaches, forests, wildflowers and the highest peaks in southern Western Australia. The region boasts robust tourism and primary production industries which provide the backbone of the economy. The town of Albany is central to WACHS Great Southern and is located alongside the historically rich and picturesque Port of Albany. The Regional Health Service offers one main health facility at Albany which is widely supported by a network of smaller Multi-Purpose Service (MPS) sites at Bremer Bay, Denmark, Gnowangerup, Jerramungup, Katanning, Kojonup, Plantagenet, Ravensthorpe and Tambellup.

### About the WA Country Health Service

#### Our Strategic Priorities



#### 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.

#### Our Vision

To be a global leader in rural and remote healthcare.

#### Our Mission

To deliver and advance high quality care for country WA communities.

## Directorate overview

The Infrastructure and Support Service portfolio includes: engineering services, fleet management, property (staff accommodation) and purchasing and supply. These teams provide the infrastructure support across the entire Great Southern region.

Our Directorate actively supports and encourages diversity and inclusion across all occupational groups through the development and implementation of initiatives aimed at accessing and improving employment and mentoring opportunities for all people. Our strategies are located at [www.wacountry.health.wa.gov.au](http://www.wacountry.health.wa.gov.au)

## Position Details

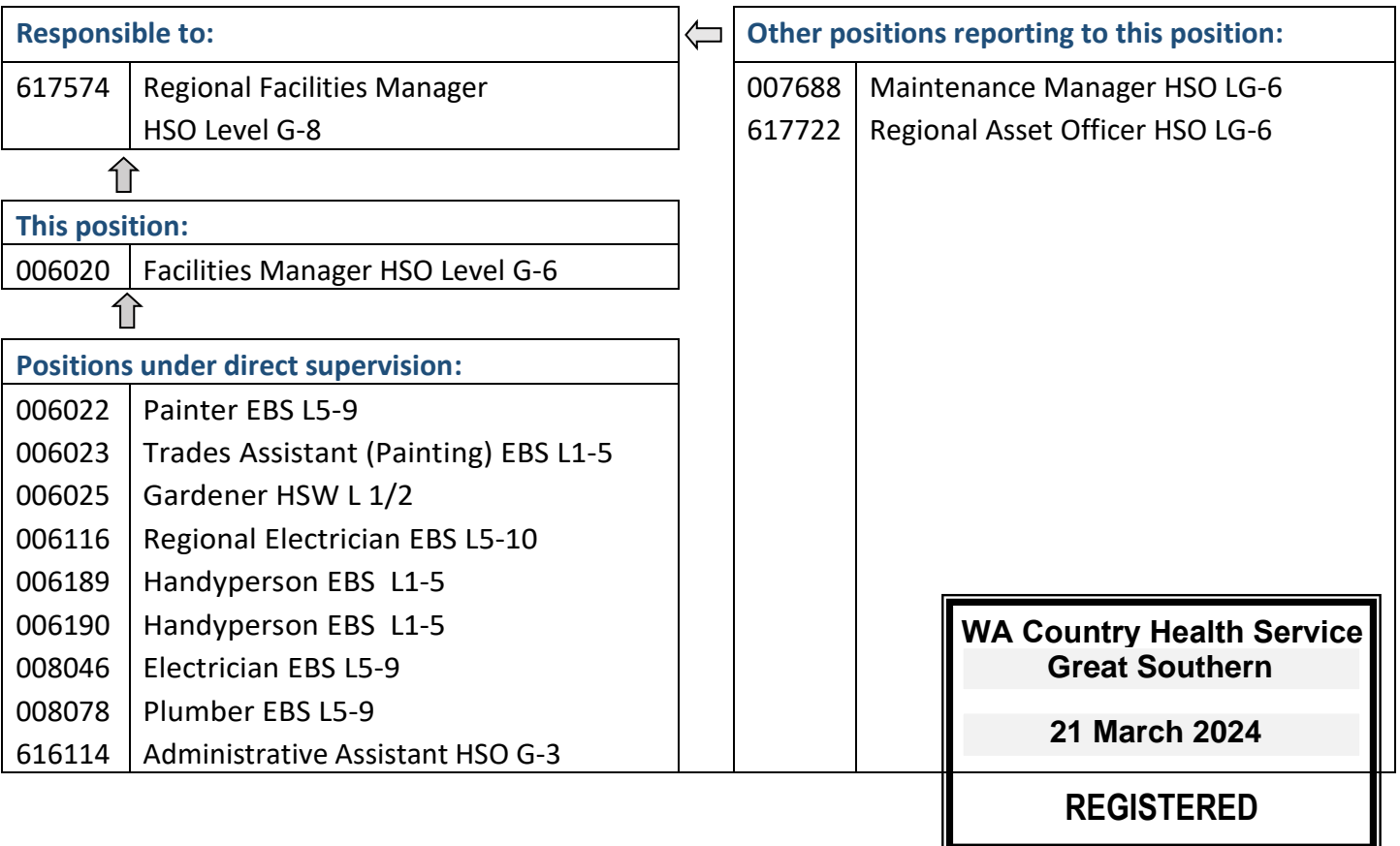
Position Number:	006020	Registration Date:	21 March 2024
Classification:	HSO Level G-6	Location:	Katanning
Award / Agreement:	Health Salaried Officers Agreement		
Organisational Context:	Infrastructure and Support Services		

## Position Overview

Responsible for the management of a high quality engineering and maintenance service for WACHS, which is effective, cost efficient, compliant with legislation and meets the needs of clients.

The occupant of this position is required to demonstrate a positive commitment to modelling our organisational values, safety and quality improvement and the Code of Conduct in all aspects of their employment. Compliance with all relevant policies, procedures, standards and legislation including Confidentiality and Work Health and Safety policies is mandatory.

## Reporting Relationships





## Key Duties/Responsibilities

### MANAGEMENT

1. Responsible for the management of a high quality engineering and maintenance service within WACHS Great Southern, which is effective, cost efficient, compliant with legislation and meets the needs of clients.
2. Provides expert knowledge and advice on all practices, processes and aspects of asset management, maintenance, operations, procurement, development, and disposal, to the organisation.
3. Reports to appropriate forums on the status of physical resources and participates in multi-disciplinary meetings in which planning decisions are made as required.
4. In consultation with appropriate stakeholders, develops a strategic asset management and business plan that shall support WACHS Great Southern objectives.
5. Develops, in consultation with Regional Manager Infrastructure & Support Services, budget submissions in relations to physical resources for sites in WACHS Great Southern
6. Maintain quality control processes to ensure compliance with all relevant Australian Standards, acts, building codes and regulations.
7. Ensures development and maintenance of appropriate records, service information, documentation and statistics.
8. Ensures compliance with legislative and regulatory requirements relating to staff licensing, occupational safety and health and plant.
9. Manages the Electronic Building Management System.

### COORDINATION AND CONSULTANCY

1. Provide an engineering and maintenance consultancy service to clients of WACHS Great Southern, as directed by the Regional Manager Infrastructure & Support Services.
2. Prepares submissions for Health Service estimates and allocates priorities within the Engineering budgets.
3. Plans, implements and evaluates strategies that ensure an effective return on capital investment and assets.

### CONTRACT PLANNING AND MANAGEMENT

1. Provides a service of evaluation, recommendations and management of works contracts for the health service and contributes to the development of tender documentation, ensuring procurement requirements are met.
2. Co-ordinates asset preventative maintenance and replacement program for all sites in the health service and ensures that records are maintained and updated for all items of plant, equipment, systems or component parts.
3. Evaluates and negotiates with contractors and sub-contractors on work to be performed and ensure the maintenance of contractual documentation and assess contract compliance for work completed or supplied to clients of the health service.

### SUPERVISION

1. Leads, manages and coordinates a team of multi-disciplined trade and operational services staff in accordance with the relevant Human Resources Frameworks, including recruitment, performance, planning and development, to deliver a high quality of service with a strong client focus.
2. Ensures the effective utilisation of human resources, both WACHS employees and contractors.

### OTHER

1. Other functions deemed relevant for the efficient and effective operation of the health service by the Regional Manager Infrastructure & Support Services.
2. Manages and participates in the On Call roster for the Great Southern and participates in the Engineering On-Call roster for the WACHS Great Southern.

**WA Country Health Service**

**Great Southern**

**21 March 2024**

**REGISTERED**



## Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

### Essential

1. Significant experience in a supervisory role in construction or engineering as a project manager, project administrator, site supervisor or tradesperson.
2. Considerable experience in managing the delivery of engineering and maintenance services to health industry facilities or similar.
3. Strong interpersonal, communication and negotiation skills.
4. Demonstrated experience and knowledge of computerised engineering maintenance system.
5. Knowledge and experience in the administration of contracts, development of specifications and tender procedures.
6. Knowledge of Disability Service – awareness of access to health services that affect the clients of this position.
7. 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.
8. Possession of a current C or C-A Class drivers licence and ability to travel within the region including overnight stays.

### Desirable

1. Trade Certificate in an Electrical or Engineering discipline.
2. Experience with energy management systems.
3. Demonstrated understanding of the ACSH's Quality Program Element – Safe Practice and Environment.
4. Exposure to the Health Industry.
5. Substantial knowledge of Code of Conduct, Code of Ethics and Australian Standards applicable to the health industry in Australia.

## Appointment Pre-requisites

Appointment is subject to:

- 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 or other specialised licence class
- Ability to travel within the region as required including overnight stays

**WA Country Health Service  
Great Southern**

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