



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Corporate Facilities Manager
<b>DEPARTMENT</b>	Corporate Services
<b>REPORTS TO</b>	Director Corporate Services
<b>DIRECT REPORTS</b>	Maintenance Team Leader and Procurement / Supplies Coordinator
<b>AWARD</b>	Health and Allied Services, Managers and Administrative Officers (Public Health) Enterprise Agreement 2021-2025
<b>CLASSIFICATION</b>	HS5
<b>DATE OF CREATION/AMENDMENT</b>	January 2025
<b>CREATED/AMENDED BY</b>	Director Corporate Services

### *“Caring for Our Community”*

#### **POSITION OBJECTIVES**

To assist the Director Corporate Services (DCS) with the strategic planning and operational management of REDHS portfolio of assets, with a focus on the implementation of an effective capital works program. Additionally, the role will provide day to day management to the maintenance and procurement teams.

#### **RESPONSIBILITIES & PERFORMANCE INDICATORS**

- Develop REDHS’s annual asset management plan in accordance with Government requirements including the Asset Management Accountability Framework (AMAF).
- Develop REDHS’s capital works program and make recommendations to inform the associated annual capital budget preparation
- Prepare business cases and other relevant grant submissions to deliver on the capital works program needs
- Ensure timely assessment and valuation of assets for lifecycle and reporting requirements
- Ensure REDHS asset registers (including biomedical equipment and ICT) are well maintained
- Ensure other relevant reports are prepared for submission to internal and external stakeholders
- Oversee the effective coordination of capital works projects and provide expert advice on project management and related procurement
- Oversee REDHS’s supplies and procurement function to ensure efficient arrangements and best value for REDHS while maintaining compliance with relevant statutory obligations.
- Oversee REDHS’s maintenance function to ensure buildings (owned and leased), grounds and infrastructure are maintained to expected standards

#### **QUALIFICATIONS / SKILLS**

##### **Essential:**

- Sound interpersonal and communication skills
- Qualifications and/or sound experience in project management, particularly capital works related
- Contract management experience
- Asset management experience, ideally within health or related industry

##### **Desirable:**

- Experience in people management
- Experience in implementing change, in particular digital transition

- Sound knowledge of Occupational Health and Safety
- Knowledge of Microsoft Office and other maintenance related software

## **KEY SELECTION CRITERIA**

- Trade, asset or project management qualifications
- Experience in asset management
- Experience in contract management
- Experience in supervising staff and contractors
- Sound interpersonal and written communication skills

## **OCCUPATIONAL HEALTH & SAFETY**

All REDHS employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved policies and procedures that apply to their work.

All REDHS employees share responsibility for occupational health and safety (OH&S) with specific responsibilities and accountabilities allocated to positions with REDHS organisational structure.

All REDHS employees also have responsibility to the National Safety and Quality Standards (NSQHS) ensuring the effective and safe delivery of healthcare services.

Any employee who fails to meet their obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including dismissal.

Employees have a responsibility to comply with all relevant OH&S management system Policies, Procedures and programs. This includes REDHS Injury Management Policy and Procedure.

Specific employee responsibilities include:

- Looking after their own health and safety and of others in the workplace.
- Following safe work practices and using personal protective equipment as required.
- Participate in OH&S consultation and OH&S training initiatives.
- Report any accidents, incidents, injuries, 'near miss incidents, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions.
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities.
- Don't willfully interfere with or misuse anything provided in the interest of health and safety or willfully put anyone at risk.
- Perform only those tasks for which they have received appropriate training and instruction.
- Ensure that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace.
- Participate in emergency evacuation exercises.

To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices, or in any vehicle.

## **HEALTH SERVICE POLICIES AND PROCEDURES**

It is every employee's responsibility to access and have knowledge of the relevant policies and procedures that relate to their employment. All REDHS policies and procedures can be accessed on the REDHS Intranet site.

## **"THIS IS ME"**

'This is Me' is a philosophical approach to how we provide care to patients and interact with other customers, including colleagues. It is based on the principles of respect, value of the individual, and

the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs. This is Me is underpinned by a culture of collaboration and partnership and all staff of REDHS are required to adhere to these principles.

**RISK MANAGEMENT**

REDHS ensures risk management is an integral part of our corporate objectives, plans and management systems. Staff are accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

**PERFORMANCE MANAGEMENT**

It is a condition of employment that employees participate in the Performance Review process

**QUALITY IMPROVEMENT**

Each employee has a responsibility to participate and commit to ongoing quality improvement activities.

**EMPLOYMENT PRINCIPLES**

REDHS is committed to the employment principles that reinforce the public sector values.

These principles ensure:

- Employment decisions are based on merit and employees are treated fairly and reasonably
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights and Responsibilities Act 2006

**VALUES & BEHAVIOURAL GOALS**

Employees are required to comply with REDHS Values. The way we behave in the workplace and the manner in which we undertake our job is as important as how we perform the tasks for our role. We expect that all employees will embrace the REDHS Values and demonstrate these in their daily work.

<b>R</b>	<b>Reliability</b>	Being trustworthy and performing consistently well
<b>E</b>	<b>Engagement</b>	Working collaboratively with people to address issues and create opportunities to bring about positive change
<b>D</b>	<b>Diversity</b>	Understanding that each individual is unique and respecting our individual differences
<b>H</b>	<b>Hospitality</b>	Receiving and treating all people in a warm, friendly, generous way
<b>S</b>	<b>Sustainability</b>	Meeting our current needs without compromising the ability of future generations to meet their needs

**ADDITIONAL REQUIREMENTS**

This position description is subject to review and amendment at any time, as appropriate and approved by the relevant Executive. Any such ammendments will be made in consultation with the affected employee(s).

Appointment is subject to a satisfactory screening process including: staff immunisation clearance and a satisfactory Police Records check, Working With Children check and where required an NDIS Worker Screening check prior to commencement.

Statements included in this Position Description are intended to reflect the general duties and responsibilities of this position and are not to be interpreted as being all inclusive.

An interim performance development and review discussion will occur with the employee’s manager within three months from the commencement date and annually thereafter. Performance reviews are intended to be a positive discuss, outlining the key roles and responsibilities in the Position Description. The performance review discussion provides an opportunity to clarify the role, revise key performance activities and identify any objectives or goals for the year ahead.

**ACCEPTANCE OF THE POSITION**

I understand, agree to and accept the role as outlined in accordance with this position description.

Name		Date	
Signature			