



Retirement
Communities

Position Description

Version: 0.01

Position Title:	Minor Works and Refurbishments Manager – Aged and Home Care		
Position Number:		Cost Centre:	
Site/Facility:	TBC		
Department:	LCM Healthcare Ltd		
Enterprise Agreement	Salaried		
Classification:	Salaried		
Reports To:	National Asset Manager – Aged and Home Care		
Date of Preparation:	September 2015	Date Updated:	18/10/24

Primary Purpose

The purpose of the Minor Works and Refurbishments Manager is to implement best practice and risk management approach to minor works and refurbishment projects across Calvary Aged and Community Care.

Reporting to the National Asset Manager - Aged and Home Care, the role may provide management oversight other Asset Management roles as identified by the National Asset Manager – Aged and Home Care

Working with the National Asset Manager – Aged and Home Care, this role will be accountable for guiding and influencing, and collaboration with Regional CEO's, General Managers and Home Managers to provide a safe, sustainable, and home like environment for our staff and residents through the timely delivery of all minor works and refurbishments projects to ensure that Calvary's Aged Care, Retirement Living and Home Care facilities and associated assets are:

- meeting the prescribed safety and operating standard(s) to enable the provision of the required level of care to residents and clients.
- functionally operable to enable Calvary's staff to deliver the required level of care and service to our residents and clients.
- compliant with local, state, and national legislation.
- achieving the total lowest life cycle cost through not only prudent expenditure of capital budgets, but also strategic decisions regarding capital project delivery, capital refresh and retirement and replenishment of assets.

The role will lead targeted National initiatives as identified by the National Asset Manager – Aged and Home Care. These may include maximizing opportunities to engage contracted services to deliver economies of scale for Calvary and achieving Home Optimisation objectives. To be successful the position holder must establish and maintain key internal relationships through the business including national, aged care and community care services.

The role requires effective relationship management of vendors, service providers, facility, and asset managers,

clinical and non- clinical advisors and authorities, and internal stakeholders to achieve the stated objectives

Organisational Environment

Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centres

Calvary continues the mission of the Sisters of the Little Company of Mary, a mission focused on caring for those who are sick, dying and in need. We express our values of hospitality, healing, stewardship and respect through “being for others” exemplified by the Spirit of Calvary and the example of Venerable Mary Potter.

As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We value the integral dignity of each person and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans.

Accountabilities and Key Result Areas

People and Culture:

- Practice in accordance with legislation and Calvary policies and procedures, the position description, Code of Conduct and industrial agreements
- Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship, and respect.
- Supports Calvary’s various national policies and strategies which intersect with this role including WHS, clinical, legal, procurement and HR.
- Engages directly with Home Managers, General Managers, and other senior leaders to provide support to and ensure delivery of Calvary’s facility and asset management policies, strategies, and initiatives.
- Develop and maintain partnerships with contractors and consultants, including supervision and conflict resolution
- Meet regularly with stakeholders involved in minor works and refurbishments
- Proactively develop internal and external stakeholder relationships whilst demonstrating the ability to motivate and elicit cooperation from all stakeholder’s.
- Maintain confidentiality and act professionally within ethical boundaries

Excellence in Service Delivery:

- Manage the procurement process and ensure that contractors have up to date insurances, police checks and are aware of WHS policy and procedure inclusive of PPE.
- Determine when minor works can be undertaken in consultation with the property manager and key site and other stakeholders.
- Supervise contractors to ensure that work is completed to relevant standards and agreed scope.
- Ensure invoices and progress claims relating to minor works and refurbishments are processed appropriately.
- Work with onsite maintenance and facility management to minimise disruption to residents and maintain a home like atmosphere
- Ensure all contractors and tradespeople have appropriate induction before coming on site in accordance with CRC Policy and procedure.
- Prepare tenders, RFQ’s and scope of works for approval of National Asset Manager – Aged and Community Care.
- Assist the National Asset Manager – Aged and Community Care to ensure that General and Site Managers are provided with quality service and support in property and procurement functions.
- Manage relevant supplier relationships to control costs and maintain performance.

- Manage relevant project management contractors across select projects, to ensure timely, safe and compliant delivery of those projects.
- Maintain industry knowledge and identify continuous improvement opportunities and means of innovation.
- Provide regular reporting on progress, highlight and escalate risks to property manager and key stakeholders.
- Prepare documents for contractors to quote on minor works and refurbishments
- Maintain up to date and accurate records of works and report regularly on progress
- Maintain register of contracts and preferred supplier arrangements including contractors insurances, police checks and relevant licenses
- Provide support and advice to General Managers, site Managers and maintenance staff regarding management of minor works and refurbishments.
- Develop and maintain appropriate relationships with suppliers, contractors and consultants.
- Ensure effective collaboration with property/procurement team members to reduce duplication and maximise efficiency.
- Ensure compliance with regulatory requirements such as infection control, Hazardous Chemical management and all other standards and codes of practice
- Assist the National Asset Manager – Aged and Community Care to ensure all sites meet compliance with regulations, legislation and accreditation standards related to the industry.
- Maintain a working knowledge of building codes and practice.

Service Development & Innovation:

- Identify and communicate improvements in process or procedure in order to maximise efficiency and/or minimise disruption to the lives of our residents.
- Build effective relationships with community stakeholders.
- Maintain and improve relationships in order to build on the reputation of Calvary Retirement Communities.

WH&S Responsibilities

- Take reasonable care of your own health and safety and the health and safety of others in the workplace;
- Ensure contractors and consultants are compliant with all WHS policy and procedure whilst on a Calvary Retirement Communities site.
- Ensure contractors and consultants receive appropriate site induction inclusive of emergency procedures and appropriate PPE.
- Comply with relevant Calvary WHS policies, procedures, work instructions and requests;
- Report to your supervisor any incident or unsafe conditions which come to your attention;
- Providing a support function to respective WH&S Manager/s, for any relevant incidents in, providing support to incident investigations, and developing and implementing related corrective actions as required.
- Observe any additional requirements as outline in Calvary’s *WHS Responsibilities, Authority and Accountability Table* (published on Calvary Connect)

HEALTH & SAFETY IS THE RESPONSIBILITY OF EVERY PERSON

Key Relationships

Internal:	<ul style="list-style-type: none"> • National Asset manager – Aged and Community Care Manager • Asset Management team • Property and Procurement team • Facility Managers and Maintenance staff • Shared Services
-----------	--

External:	<ul style="list-style-type: none"> • Contractors • Suppliers • Vendors • Tradespeople
Position Impact	
Direct Reports:	<ul style="list-style-type: none"> • Nil
Budget:	Click here to enter text.
Selection Criteria	
<ul style="list-style-type: none"> • Qualification/certification in building trade, facility management or construction discipline. • Knowledge and understanding of building and WHS legislation. • Demonstrated ability to manage minor works or refurbishments end to end. • Excellent communication skills. • Excellent written communication. • Understanding of presenting business information and data for reporting and analysis. • Good numerical skills • COVID-19 vaccination is a mandatory requirement unless assessed exempt • Influenza vaccination is a mandatory requirement unless assessed exempt 	
Approvals	
Job Holder's signature:	Date:
Manager's signature:	Date: