

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Driver
Position Number:	524759
Classification:	Health Services Officer Level 4
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Community Mental Health and Wellbeing – Oral Health Services Tasmania
Position Type:	Casual
Location:	South, North, North West
Reports to:	Area Manager OHST
Effective Date:	March 2023
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Current Driver's Licence (LR-Class)</p> <p>Current Working with Children Registration</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled, or has its conditions altered.</i></p>
Desirable Requirements:	Experience in driving a larger vehicle with automatic transmission

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Provide an efficient and effective driving service for Oral Health Services Tasmania (OHST), including the timely delivery, set-up and pack-up of mobile dental vans to schools and various other off-site locations around Tasmania.

Duties:

1. Drive OHST's self-drive mobile dental vans between their designated parking spot (located near-to or onsite at a major dental clinic) to targeted schools located around the state.
2. Set-up and pack-down the dental van ready for clinical treatment as per the Operators Manual; ensuring the required administrative records are maintained.
3. Refuel and restock the dental vans when necessary, ensuring the onboard water tank is also kept full and the grey waste-water tank is emptied at an appropriate sewerage drain when required.
4. Comply with Work Health and Safety legislation, particularly with regards to children and the broader school community when manoeuvring a large dental van on school premises.
5. Present and maintain a good personal relationship with staff, patients, and the public.
6. Maintain a high standard of safety, functionality, and cleanliness, in accordance with infection control standards and report any identified issues to management.
7. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

The Driver receives general supervision and direction from the Area Manager but is expected to perform day-to-day duties with minimal supervision. The incumbent will demonstrate the commitment and capability of OHST to improve patient outcomes and will be responsible for:

- The safe operation, security and correct use of vehicles and equipment, reporting any identified issues relating to servicing, maintenance, or safety to management.
- Provision of an efficient and effective driving service to schools and other locations within Tasmania for OHST.
- Creating and fostering an attitude of positivity and teamwork when collaborating with a broad range of peers and colleagues.
- Behaving with honesty and integrity while being mindful of the needs of others and demonstrating care, compassion and respect within the working environment.
- Championing a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.

- Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
 - e. serious traffic offences
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated experience in providing a driving service to an organisation.
2. Possess knowledge of current transport operational procedures, policies, rules, and regulations.
3. Proven high standard of communication and interpersonal skills with the ability to maintain confidentiality and discretion.
4. Knowledge of Work Health & Safety policies and legislation, and the ability to demonstrate safe manual handling and the correct use and care of equipment, vehicles, and tools.
5. Well-developed organisational skills with the ability to work with minimal supervision and maintain appropriate administrative records.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).