

ROLE DESCRIPTION



Government
of South Australia

Health

Limestone Coast
Local Health Network

Role Title:	Facility, Grounds & Fire Safety Officer
Classification Code:	Health Ancillary Level 3 (WHD3)
LHN/ HN/ SAAS/ DHA:	Limestone Coast Local Health Network (LCLHN)
Hospital/ Service/ Cluster	LCLHN
Division:	Bordertown Memorial Hospital
Department/Section / Unit/ Ward:	Maintenance
Role reports to:	Facilities Services Supervisor
Role Created/ Reviewed Date:	June 2025 / March 2026
Criminal History Clearance Requirements:	<input type="checkbox"/> DHS Working With Children Check (WWCC) <input checked="" type="checkbox"/> NDIS Worker Check <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups
Immunisation Risk Category	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input checked="" type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

The Facility Grounds & Fire Safety Officer is responsible for general facility maintenance associated with the interior and/or exterior of the health units. Duties may include rubbish collection, minor carpentry, painting, plumbing, mechanical and grounds maintenance.

Act in the Facilities Services Supervisor role as required during periods of leave and absence. Assist in general maintenance and stores tasks as directed.

Responsible for the duties of Fire Safety Officer.

Responsible for Fire & Safety Program and orientation of all new staff

Direct Reports:

The Facility Grounds & Fire Safety Officer is responsible directly to the Facilities Services Supervisor on a day to day basis and ultimately responsible to the Executive Officer/Director of Nursing

Key Relationships/ Interactions:

Internal

- > Maintains cooperative and productive working relationships within all members of the health care team.
- > Be aware of organisational policies and procedures and act in accordance with such policies.
- > Promote a safe, health and hazard free work environment in accordance with the Work Health Safety Act.

External

- > Maintains relationships with non-government organisations or other government organisations

Challenges associated with Role:

Major challenges associated with the role include:

- > Prioritising workload demands to meet timeframes in a busy environment, working unsupervised and with diligence to timeframes
- > Requires excellent sound interpersonal and communication skills

Delegations:

- > N/A

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- *Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.*
- *Return to Work Act 2014 (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.*
- *Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia Policy Directive.*
- *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- *Children’s Protection Act 1993 (Cth) – ‘Notification of Abuse or Neglect’.*
- *Disability Discrimination.*
- *Independent Commissioner Against Corruption Act 2012 (SA).*
- *Information Privacy Principles Instruction.*
- *Code of Fair Information Practice.*
- *Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.*
- *Relevant Australian Standards.*
- *Duty to maintain confidentiality.*
- *Smoke Free Workplace.*
- *To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.*
- *Applying the principles of the South Australian Government’s Risk Management Policy to work as appropriate.*

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men’s violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Cultural Statement:

The Limestone Coast Local Health Network welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Limestone Coast Local Health Network is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture

Special Conditions:

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Screening and Licensing Unit, Department for Human Services (DHS).
- > Approved Aged Care Provider positions that are subject to worker screening and suitability requirements under the Aged Care Act 2024 (Cth) and associated Rules must obtain and maintain a satisfactory National Police Certificate (NPC). The NPC must be issued by an Australian police authority and be suitable for employment involving unsupervised contact with older people or other vulnerable persons, in accordance with legislative and regulatory requirements.
- > Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Working Screening Check through the Department of Human Services (DHS) Screening Unit.
- > National Police Certificates must be renewed every 3 years thereafter from date of issue.
- > Working With Children Checks must be renewed every 5 years thereafter from date of issue.
- > The position is primarily located at Bordertown Memorial Hospital/Keith & District Healthcare, but the incumbent maybe required to work from other sites within the LCLHN area.
- > Participate in & maintain a 24-hour, 7-day week, on call maintenance roster. Some out of hours work, including weekends may be required. Must be an Australian resident or hold a current working visa.
- > Responsible for Fire & Safety Program and orientation of all new staff.
- > The incumbent will be required to enter into a Performance Review and Development Plan for the achievement of specific, service or program outcomes. Current driver's license and willingness to drive.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>Contribute to the general facility maintenance associated with the interior and/or exterior of the health unit by:</p>	<ul style="list-style-type: none"> > Perform stock take and order, receive, store, issue, imprest and issue goods/supplies > Operate a forklift. > Ensure the correct disposal of all hospital and general waste in accordance with legislation, State and Local Government requirements. > Other duties as directed.
<p>Contribute to the grounds maintenance of the health unit by:</p>	<ul style="list-style-type: none"> > Simple layering, grafting, propagation or similar > Installation and maintenance of a wide range of watering systems > Identification of common pests and diseases and appropriate control > Coordinate grounds equipment maintenance and assist in its purchase > Formulate, prepare, and apply herbicides, pesticides, weedicides or speciality fertilisers > Selecting, establishing, and maintaining simple gardens > Advanced tractor operations requiring the set up and calibration of a broad range of implements to undertake more complex grounds functions. <p>Collect detailed data.</p>
<p>Contribute to the efficient and effective operation of the health unit by:</p>	<ul style="list-style-type: none"> > To be conversant with the Fire and Disaster Plan incorporating the use of firefighting equipment and procedures in the event of a fire/disaster. > Develop and maintain site and buildings plans in consultation with the Facilities Services Supervisor. > Identify utility services/outlets such as water supply, telephone, power outlets, fire doors, fire compartmentation and other relevant information. Liaise with company representatives and technical officers as required. > May require the operation of machinery, equipment and/or facilities, and recording systems including computerised systems. > Test and tag electrical equipment entering the premises (eg patient equipment such as radios and electric shavers). > Providing assistance and guidance to other employees > Assisting in the provision of on-the-job training. > Co-ordinate the service and maintenance of all associated fire and emergency equipment undertaken by the maintenance department. > Liaise and co-ordinate exercises with external emergency services.
<p>Demonstrates and maintains a satisfactory knowledge and skill base to perform role by:</p>	<ul style="list-style-type: none"> > Undertaking training as required and maintaining required skills and knowledge applicable to the role. > Attend relevant meetings, staff/education activities as required

An employee at Level 3 will be required to perform duties at the lower level.

GENERAL

Employees have a responsibility and obligation to comply with statutory and organisational requirements, procedures and rules that are introduced to ensure a safe and healthy work environment, free of discrimination by:

- > Complying with workplace policies and procedures
- > Comply with and have a working knowledge and understanding of the requirement for all staff employed in the organisation in regard to confidentiality
- > Contributing to the development and implementation of departmental strategic directions and plans.
- > Commitment to the continuous improvement in the provision of customer service
- > Comply with and have a working knowledge and understanding of current Food Safety Standards and current Infection Control policies and procedures
- > Correctly utilising appropriate personal protective equipment
- > Regularly participate in personal performance development reviews
- > Participation in continuous quality improvement programs and accreditation activities
- > Ensuring cultural sensitivity is maintained by attending and contributes to their learning in diversity of cultural awareness and cross-cultural training, with a frequency to be determined as appropriate by the organisation
- > All staff will actively support and contribute to risk management by maintaining an awareness of the risks relating to their area of responsibility and accountability including the identification and reporting of such risks
- > It is the responsibility of every employee to ensure that no official record created or received (in any format) is destroyed without following prescribed retention procedures and subsequent authorisation from State Records. It is further the responsibility of every employee to ensure they gain an understanding of what constitutes an official record. It is a requirement that all employees will adhere to the prescribed Policy, Procedures & Practices of this organisation in relation to records management

Contribute to the well-being of people in South Australia through participation in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

Contribute to the promotion and implementation of the Public Sector Act principles and practices and employee conduct standards, in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Nil

Personal Abilities/Aptitudes/Skills

- > Proven ability to work well within a team environment.
- > Ability to work in various settings and relate to all levels of staff.
- > Proven ability to meet deadlines and timeframes.
- > Effective interpersonal and communication skills and the ability to relate to people from different cultures, backgrounds and circumstances.
- > Ability to provide assistance and co-operation to other staff.
- > Ability to use a wide range of hand and power tools.

- > Demonstrated ability to perform under general direction.
- > Ability to use discretion and maintain strict confidentiality.
- > Effective written, verbal and numeracy skills.

Experience

- > Experience in building and ground maintenance.
- > Experience in the use of computer packages e.g., Microsoft Word, Excel.
- > Experience in exercising own judgment and initiative in the day to day execution of a position.

Knowledge

- > Knowledge of safe working conditions.
- > Knowledge and commitment to customer service principles.
- > Knowledge and understanding of the Occupational Health, Safety and Welfare Act and Risk Management principles.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Successful completion of Year 11 High School.
- > A current first aid certificate
- > Current fork lift license or willingness to obtain.

Personal Abilities/Aptitudes/Skills

- > Demonstrated manual handling skills.
- > Ability to prioritise workload and meet set deadlines. Ability to work unsupervised.
- > Ability to supervise and direct other staff members.
- > Ability to communicate at all levels within the organisation, both verbally and in writing Ability to prepare and maintain concise documentation.
- > Well-developed problem-solving skills with the capacity to achieve resolutions.

Experience

- > Nil

Knowledge

- > A knowledge of Equal Employment Opportunity legislation

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing.

The legal entities include but are not limited to Department for Health and Wellbeing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health

Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network, Yorke and Northern Local Health Network and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Limestone Coast Local Health Network:

Residents within the Limestone Coast Local Health Network have access to a wide range of health care services. The Limestone Coast region covers a large geographical area which consists of the Upper and Lower South East, and extends all the way to the Victorian border.

Services provided within the South East region include accident and emergency, day and inpatient surgery, aboriginal health, obstetric services, community health and aged care services.

We have Health facilities located within Mount Gambier, Bordertown, Keith, Kingston, Millicent, Naracoorte and Penola. The links below can be used to navigate to detailed information on the different Hospital and Aged Care sites, as well as Country Health Connect.

The health units within the Limestone Coast LHN have dedicated and experienced staff who strive to meet the needs of the community by providing the highest level of health care.

Values

LCLHN Values

The values of LCLHN are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

Integrity	<ul style="list-style-type: none"> > We know integrity involves not only doing what is right when everyone knows, but also when no one is watching > We recognise the importance of our work and display a high standard of professionalism > We do what we say and say what we mean
Honesty	<ul style="list-style-type: none"> > We engage in open, clear and honest communication > We are transparent and truthful in our actions > We acknowledge our strengths, limitations and mistakes and learn from these for improvement
Courage	<ul style="list-style-type: none"> > We have the courage to speak up and respectfully challenge others > We are committed to being a high performing team and support a culture that fosters continued progress and growth > We show resilience in the face of adversity
Care	<ul style="list-style-type: none"> > We provide compassionate, appropriate and safe care in a supportive and nurturing environment > We partner with consumers, family members and carers to help them make decisions and support them along the care continuum > We create a culture of care where staff are supported and positively engaged in their work
Respect	<ul style="list-style-type: none"> > We seek to understand and value others by putting ourselves in their shoes > We listen attentively, communicate openly and act without judgement > We recognise and welcome diversity within our community and our staff

Code of Ethics

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector

and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Aboriginal Health

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date: