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## SA Health Job Pack – Casual Pool 2022/2023

Job Title	Facilities Officer - Southern BHFLHN sites (Casual Pool) 2022/23
Eligibility	Open to Everyone
Job Number	798142
Applications Closing Date	31/5/2023
Region / Division	Barossa Hills Fleurieu Local Health Network
Health Service	Southern BHFLHN sites
Location	across various southern sites, Strathalbyn and District Health Service, Mount Barker Hospital & Southern Fleurieu Health Service Victor Harbor
Classification	WHA3
Job Status	Casual
Salary	\$27.37 - \$27.67 p/hr + 25% Casual loading

### Contact Details

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### Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Working with Children Check (WWCC) - **DHS**
- National Disability Insurance Scheme (NDIS) Worker Check- **DHS**
- Unsupervised contact with Vulnerable groups- **NPC**
- Unsupervised contact with Aged Care Sector- **DHS**
- No contact with Vulnerable Groups - General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

# Immunisation

## **Risk Category B (indirect contact with blood or body substances)**

- *This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category B (indirect contact with blood or body substances). [Please click here for further information on these requirements.](#)*

## Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ↳ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ↳ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

\* Refer to [Guidelines for Applicants](#) for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants



## ROLE DESCRIPTION

<b>Role Title:</b>	Facilities Officer
<b>Classification Code:</b>	WHA-3
<b>LHN/ HN/ SAAS/ DHA:</b>	Barossa Hills Fleurieu Local Health Network (BHFLHN)
<b>Hospital/ Service/ Cluster</b>	
<b>Division:</b>	Corporate Services
<b>Department/Section / Unit/ Ward:</b>	Facilities
<b>Role reports to:</b>	Facilities Supervisor
<b>Role Created/ Reviewed Date:</b>	November 2021
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input type="checkbox"/> NDIS Worker Screening <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups
<b>Immunisation Risk Category</b>	<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 Facilities Officer is responsible for general facility maintenance associated with the interior and/or exterior of the health unit.

Duties may include rubbish collection, dirty linen removal, minor carpentry, painting, plumbing, mechanical and grounds maintenance, washing of fleet vehicles.

### Direct Reports:

The Facilities Officer is responsible directly to the Facilities Supervisor on a day to day basis and ultimately responsible to the Facilities Manager.

### Key Relationships/ Interactions:

The Facilities Officer is responsible and accountable to the Facilities Supervisor.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Working in a complex and changing work environment
- > Working with staff from a diverse background
- > Effective and efficient grounds maintenance/facilities of the health unit.

**Delegations:**

> Nil

**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, Policies and Procedures and legislative requirements including but not limited to:

- > Work Health and Safety (WHS).
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > Keeping Them Safe Legislation (inclusive of Mandatory Notifier).
- > Disability Discrimination.
- > 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.

**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:**

BHFLHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. BHFLHN 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 as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.
- > Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Worker 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.
- > NDIS Worker Screening Check must be renewed every 5 years thereafter from date of issue.
- > 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.
- > The position is primarily located at XXX, but the incumbent maybe required to work from other sites and/or facility within the Barossa Hills Fleurieu LHN area.
- > Current driver's license and willingness to drive.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p><b>Contribute to the grounds maintenance of the health unit by:</b></p>	<ul style="list-style-type: none"> <li>&gt; Simple layering, grafting, propagation or similar</li> <li>&gt; Installation and maintenance of a wide range of watering systems</li> <li>&gt; Identification of common pests and diseases and appropriate control</li> <li>&gt; Coordinate grounds equipment maintenance and assist in its purchase</li> <li>&gt; Formulate, prepare and apply herbicides, pesticides, weedicides or speciality fertilisers</li> <li>&gt; Selecting, establishing and maintaining simple gardens</li> <li>&gt; Advanced tractor operations requiring the set up and calibration of a broad range of implements to undertake more complex grounds functions</li> <li>&gt; Collect detailed data.</li> </ul>
<p><b>Contribute to the efficient and effective operation of the health unit by:</b></p>	<ul style="list-style-type: none"> <li>&gt; May require the operation of machinery, equipment and/or facilities, and recording systems including computerised systems</li> <li>&gt; providing assistance and guidance to other employees</li> <li>&gt; Assisting in the provision of on the job training.</li> <li>&gt; Rubbish collection, minor carpentry, painting, plumbing, mechanical and grounds maintenance.</li> </ul>
<p><b>Demonstrates and maintains a satisfactory knowledge and skill base to perform role by:</b></p>	<ul style="list-style-type: none"> <li>&gt; Undertaking training as required and maintaining required skills and knowledge applicable to the role.</li> </ul>

## **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.
- > Ability to engage with the Aboriginal community/consumers in a culturally appropriate manner and a willingness to undertake further training in this area.

#### **Experience**

- > Experience in building and ground maintenance.
- > Experience in the use of computer packages eg. 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.
- > A general understanding of Aboriginal culture and a willingness to undertake further training in this area.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

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

### **Personal Abilities/Aptitudes/Skills:**

- > Demonstrated manual handling skills.

### **Experience**

- > Experience working with Aboriginal consumers.

### **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 Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Southern 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, Riverland Mallee Coorong Local Health Network, Yorke and Southern 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.

### Health Network/ Division/ Department:

Barossa Hills Fleurieu Local Health Network (BHFLHN) aspires to be the best provider of rural and remote health services in Australia. BHFLHN, through the inspiration and hard work of its people, delivers high quality and innovative health services to improve health outcomes for country South Australians. BHFLHN delivers a comprehensive range of health services in hospital and community settings according to population needs. It focuses on integrating its service delivery with metropolitan hospitals and other service providers in country locations.

#### Barossa Hills Fleurieu Local Health Network:

- Delivers health services to a population of more than 470,000 people
- Delivers services to rural and remote locations, from more than sixty-five locations, in a geographic area close to one million square kilometres
- Employs approximately 8,000 people and contributes around \$800 million per annum to the local economy each year, much of this in rural and remote localities

The safety and quality of health services in country South Australia is of primary importance. BHFLHN participates in rigorous national accreditation processes and engages local community members to provide insight and knowledge about the needs of consumers and potential strategies to achieve the best service

## Values

### BHFLHN Values

The values BHFLHN are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our Local Health Network:

- > We are committed to the values of trust, respect, integrity, collaboration and kindness.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

### Code of Ethics

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.

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.

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:**