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## SA Health Job Pack

Job Title	Facility Manager - Port Pirie
Eligibility	Open to Everyone
Job Number	868587
Applications Closing Date	22 July 2024
Region / Division	Yorke and Northern Local Health Network
Health Service	Corporate Services
Location	Port Pirie
Classification	ASO6
Job Status	Ongoing Full Time
Salary	\$97,022 - \$102,626 p.a.

## Contact Details

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Position	Corporate Support Officer
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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>	Facility Manager
<b>Classification Code:</b>	ASO 6
<b>LHN/ HN/ SAAS/ DHS:</b>	<input type="checkbox"/> Barossa Hills Fleurieu Local Health Network <input type="checkbox"/> Eyre and Far North Local Health Network <input type="checkbox"/> Flinders and Upper North Local Health Network <input type="checkbox"/> Limestone Coast Local Health Network <input type="checkbox"/> Riverland Mallee Coorong Local Health Network <input checked="" type="checkbox"/> Yorke and Northern Local Health Network
<b>Hospital / Service / RSS:</b>	Various
<b>Division:</b>	Corporate Services
<b>Department/Section / Unit/ Ward:</b>	Corporate Services
<b>Role reports to:</b>	Director Corporate Services
<b>Role Created/ Reviewed Date:</b>	April 2024
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> DHS Working With Children Check (WWCC) <input type="checkbox"/> DHS Disability Services Employment 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:

- > Manage facilities and maintenance programs in the relevant sites to ensure compliance with legislative requirements, Australian Standards and other regulation for both in-house and external preventative maintenance programs.
- > Oversight and maintain compliance with relevant standards and requirements for the provision of in scope corporate services.
- > Manage the administration, catering, cleaning, orderlies and laundry services for the health service.
- > Liaise with other LHN health units and directorates and external organisations on relevant matters as may be required.
- > Provide support and advice to regional managers and Directors of Nursing in the portfolio of corporate expertise.
- > Provide project management to a range of minor and major projects.

### Direct Reports:

- > Maintenance Supervisor
- > Catering Manager
- > General Services Coordinator
- > Administration Team Leader

### Key Relationships/ Interactions:

#### Internal

- > Liaise with Hospital DONMs and Community Health Managers.
- > Liaise with all departments on matters pertaining to Maintenance and Facility Services, Security & Emergency Management, Waste Management, Fleet Management, Pest Control and Grounds Maintenance.

#### External

- > Liaise with and participate in meetings with the Across Government Facilities Management Agreement (AGFMA) service provider.
- > Liaise with contractors that provide relevant services.
- > Liaise with the tenants who occupy space within YNLHN facilities.
- > Liaise with landlords where the Health Services occupies rented property.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Ensuring legislative requirements pertaining to the area are 100% compliant.
- > Ensure contractors comply with SA Health and YNLHN policy and procedures.
- > Implementation of Sunrise EMR
- > Managing relationships with various key stakeholders to achieve the desired outcomes for the LHN
- >

### Delegations:

- > Financial Delegation: - Group E Level 6
- > Human Resources Delegation: - Level 6

### 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:**

Yorke and Northern LHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Yorke and Northern LHN 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 National Police Certificate (NPC).
- > Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.
- > 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 unsupervised contact with vulnerable groups.

- > Prescribed positions under the Disability Services Act 1993 must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit
- > NPCs and DHS Disability Services Employment Screenings must be renewed every 3 years thereafter from date of issue.
- > WWCCs 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.
- > Current SA Drivers Licence and willingness to drive is essential.
- > Some out of hours work may be required.
- > Frequent travel within the YNLHN and intra-state travel will be required.
- > Must be an Australian Resident or hold a current working visa.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<b>Ensuring a robust preventative and breakdown maintenance program is in place by:</b>	<ul style="list-style-type: none"> <li>&gt; Exercising significant levels of initiative to ensure efficient and cost effective programs are developed and maintained in the areas of maintenance operations, minor works programs, energy management, maintenance contracts, minor works and other health related contracts, ensuring the best interests of Hospitals are met, and ensure all aspects of any contractual agreements which involve the service are complied with at all times.</li> <li>&gt; Oversee the provision of preventative and breakdown maintenance services to the Health Service and all associated buildings for both in-house work, work completed by external contractors and work completed under the Across Government Facility Management Arrangement (AGFMA).</li> <li>&gt; Ensure the maintenance of records and registers pertaining to the facilities, meet legislative requirements and conform to relevant Australian Standards and the Building Code of Australia.</li> <li>&gt; Liaising with other YNLHN staff to benchmark service delivery outcomes</li> </ul>
<b>The provision of Administration, Catering, Cleaning, Laundry &amp; Linen Services:</b>	<ul style="list-style-type: none"> <li>&gt; Responsible for the development, implementation and review of all procedures, guidelines and work instructions as they relate to the relevant departments.</li> <li>&gt; Responsible for budget management and planning for the Services department.</li> <li>&gt; Responsible for ensuring the monitoring and stocking of gases in the medical gas room and bulk supply.</li> <li>&gt; Responsible for managing the ProAct rostering system for Client Support Services staff.</li> <li>&gt; Responsible for managing the Catering Food Safety Program.</li> <li>&gt; Ensure that all documentation is accurate and completed in a professional and timely manner within the allocated time frames.</li> <li>&gt; Demonstrated ability to identify and report all health and safety risks, accidents, injuries, property damage at the workplace utilising appropriate procedures.</li> </ul>
<b>Project management</b>	<ul style="list-style-type: none"> <li>&gt; Provide leadership and advice for discreet projects as funding becomes available.</li> <li>&gt; Liaise with Department of Infrastructure and Planning staff on projects managed under the AGFMA.</li> </ul>
<b>Ensuring compliance with legislative requirements, Australian Standards and other regulation by:</b>	<ul style="list-style-type: none"> <li>&gt; Responsible for the development, implementation and review of all procedures, guidelines and work instructions as they relate to facilities management.</li> <li>&gt; Ensure that relevant documentation is accurate and completed in a professional and timely manner.</li> <li>&gt; Demonstrated ability to identify and report all health and safety risks, accidents, injuries, property damage at the workplace utilising appropriate procedures.</li> </ul>

<b>Providing the highest level of Customer Service by:</b>	<ul style="list-style-type: none"> <li>&gt; Ensure that service provision and the activities of the departments are customer focussed and professionally and effectively conducted by contributing to the development of an integrated team approach and culture which is highly responsive to the needs of business partners and external clients.</li> <li>&gt; Ensure the effective management of human, financial and physical assets where applicable, through appropriate planning and allocation of resources to achieve agreed business and strategic plans.</li> <li>&gt; Lead, develop and foster a positive work culture which is based on SA Health's values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation.</li> <li>&gt; Maintain a customer focus in the provision of services.</li> <li>&gt; Act in a professional manner at all times when dealing with internal and external clients.</li> <li>&gt; Positively promote the organisation both internally and externally.</li> <li>&gt; Be prompt and provide courteous service to patients, families, carers and colleagues.</li> <li>&gt; Maintaining confidentiality at all times, whilst respecting the patients values and wishes.</li> <li>&gt; Responsible for ensuring systems are implemented and maintained to improve customer service and deliver best practice within the department and across the organisation.</li> <li>&gt; Evaluate client feedback on client support services and action change where necessary.</li> </ul>
<b>Contribute to quality processes and adhere to appropriate legislation by:</b>	<ul style="list-style-type: none"> <li>&gt; Participating in the Quality Management systems by assisting with the monitoring and evaluation of activities and mechanisms, identifying opportunities for improvement and correcting problems to improve customer care and services.</li> <li>&gt; Ensuring the promotion and implementation of the General Public Sector Management Aims, Personnel Management Standards and employee conduct standards – in particular Equal Opportunity and Work Health Safety by adhering to the provisions of relevant legislative requirements and the Premier's Safety Commitment.</li> <li>&gt; Attending annual mandatory training as required by the organisation.</li> </ul>



## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications:**

- > Nil

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

- > Possess drive, initiative and the ability to work successfully under limited direction.
- > Demonstrated ability to interpret and understand a broad range of complex information and systems.
- > Ability to be flexible and adaptable in response to organisational and operational change.
- > Demonstrated ability to deploy professional integrity and maintain confidentiality.

#### **Experience:**

- > Experience in the evaluation/selection of plant and equipment.
- > Experience in all aspects of facilities management
- > Experience in the development and implementation of policies and procedures.
- > Demonstrated experience in the management of human, physical and financial resources.
- > Experience in the use of personal computers and Microsoft Office software.

#### **Knowledge:**

- > Knowledge of the Australian Standards, Food Safety Standards, the Building Code of Australia and legislation applicable to the health care setting.
- > Knowledge of the Equal Employment Opportunity Act and Work Health Safety Act.
- > Knowledge of Infection Control principles relevant to the field.
- > Knowledge of customer service principles
- > An ability to manage to the spirit and principles of the Premier's Safety Commitment and the legislative requirements of the utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards

### **DESIRABLE CHARACTERISTICS**

#### **Educational/Vocational Qualifications:**

- > Tertiary qualifications in a technical trade, Business, Management, Project Management, Building Surveying or other relevant discipline

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

- > Nil

#### **Experience:**

- > Experience in the Health Sector.
- > Experience in the preparation of briefings and submissions.
- > Experience in contract management.

#### **Knowledge:**

- > Knowledge of auditing standards and principles as outlined in AS/NZS ISO 19011.

## 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, 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, 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.

### Health Network/ Division/ Department:

Clare Hospital provides a comprehensive range of medical and surgical services to patients from Clare and surrounding communities including the Lower and Mid North areas.

## Values

### SA Health Values

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

- > We are committed to the values of integrity, respect and accountability.
- > 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.

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:**