

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Engineering and IT Operations Manager
Position Number:	509114
Classification:	Information and Communication Technology Level 3
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals South – Medical and Cancer Services
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Chief Radiation Therapist/Manager WP Holman Clinic
Effective Date:	November 2022
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Current relevant Electrical Practitioner's Licence recognised by the Department of Justice, Tasmania</p> <p>Current Driver's Licence</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:	<p>Associate Diploma in Electrical Engineering or Diploma in Electrical Engineering sufficient to acquire an electrical licence level 1 or 2</p> <p>Experience working on computer controlled medical linear accelerators and willingness to complete one or more training courses offered by vendors</p> <p>Completion or substantial progress toward a tertiary qualification in computing</p>

Position Features:

Support is provided to the WP Holman Clinic, Royal Hobart Hospital.

May be required to work outside normal working hours to meet specific needs or deadlines, or to be on call, on a regular basis

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 specialised radiation engineering/IT service covering emergency breakdown repair and planned maintenance programs for highly specialised computer-controlled Radiation Therapy equipment and accessories.

Supervise external contractors working on the Radiation Therapy equipment to ensure that equipment is kept within specific local tolerances that ensure optimal performance.

Ensure compliance with Work Health and Safety legislation and Australian Standards.

Provide consultative advice to senior management of the NCS relating to the ongoing assessment of current and future equipment and IT system requirements of the Clinic.

Duties:

1. Provide an efficient specialised radiation engineering/IT service performing emergency breakdown repair in a time sensitive manner, and planned maintenance programs for highly specialised computer-controlled radiation therapy equipment and accessories across the Northern Cancer Service.
2. Coordinate projects and system upgrades in engineering and IT areas under the direction of the Chief Radiation Therapist/Manager NCS and in consultation with the Chief Medical Physicist.
3. Provide advice to senior management in relation to the assessment of current equipment and IT infrastructure performance and future needs and requirements of the service.
4. Provide an integrated planned maintenance and quality improvement program for IT and Radiation Therapy equipment in the Radiation Oncology Department. Keep abreast of changes within the Radiation Engineering/IT areas and assess their implications for the Radiation Oncology Department.
5. Prepare correspondence, reports and submissions and respond to information requests from a range of internal and external clients.
6. Provide onsite supervision and assistance to external contractors across the Northern Cancer Service and work on the Radiation Therapy equipment to ensure that equipment is kept within specific local tolerances that ensure optimal performance.
7. Provide network administration and support services to ensure the ongoing availability of an efficient and reliable network to meet the Radiation Oncology Department's computing requirements.
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:

- Responsible for providing an efficient specialised radiation engineering/IT service performing emergency breakdown repair and planned maintenance programs for highly specialised computer-controlled radiation therapy equipment and accessories.
- Responsible for exercising unsupervised critical decision making and for providing technical guidance to external contractors, that work on the equipment, and other staff in the area.
- Consult with the Chief Medical Physicist regarding functional performance and safety of equipment prior to clinical release.
- Where applicable, exercise 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.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- 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.

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
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated organisational abilities and the capacity to undertake the management of a Radiation Therapy Engineering/IT service within a busy and demanding environment.
2. High degree of technical skill and experience in performing breakdown repair of computer-controlled Radiation Therapy equipment, including electronic, mechanical, electro-mechanical, high vacuum and water-cooling systems.
3. Knowledge or experience in computer network administration with skills in a variety of data networks and platforms, as well as the ability to provide a range of computer hardware and software support services.

4. High-level communication and interpersonal skills with the ability to negotiate, liaise and consult with staff and contractors.
5. Broad knowledge and experience in developing and implementing quality assurance programs relating to the provision of engineering/IT services.

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 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](#).