

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Tradesperson - Electrician
Position Number:	600002
Classification:	General Stream Band 3
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Infrastructure – Facilities Engineering and Management Services
Position Type:	Permanent, Full Time
Location:	North West
Reports to:	Senior Tradesperson - Electrical and Instrumentation
Effective Date:	May 2019
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Current relevant Practitioner's Licence recognised by the Department of Justice, Tasmania</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>Previous experience in the Health Care Industry</p> <p>Current Driver's Licence</p>

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:

The Tradesperson - Electrician is an effective member of the Facilities Engineering and Management Services Team and is responsible for the repair, installation, commissioning, and testing of all electrical trade related plant, equipment, services and facilities within the department's area of responsibility.

Duties:

1. As directed by the Senior Tradesperson - Electrical and Instrumentation, and the Regional Manager - Facilities Engineering and Management Services, maintain, install, commission, test and ensure statutory compliance of health facility electrical equipment, including:
 - L.V. supply systems
 - Control and other specialised systems
 - Emergency power and lighting systems
 - Fire Alarm Systems (including isolation of fire alarm systems)
 - Other health facility general building services
 - All power reticulation equipment and plant together with associated control and switch gear.
2. Supervise and be responsible for high voltage switching and isolating operation and appropriate safety procedures as required.
3. In consultation with supervisory staff, design, implement and review programmed maintenance schedules.
4. Assist other staff in day-to-day Facilities Engineering and Management Services Team operations whilst working within the boundaries of trade qualification, knowledge and experience. This includes providing work feedback reports, ensuring deadlines, specifications and quality standards are met and providing trade technical advice and relieving absent electrical supervisory staff as required.
5. Liaise with other Agency employees, government agencies and other organisations to ensure work is undertaken with minimal disruption to clients and other staff.
6. Assist other hospital staff to maintain the efficient functioning of the hospital within scope of skills, knowledge, training and experience as and when required.
7. Ensure that safe work practices are adopted and reviewed to ensure continuous improvement at all times. This includes ensuring protective clothing and equipment provided is worn and used as recommended and legislative requirements such as the Work Health and Safety and Health Services Acts are implemented and enforced.
8. Comply with and utilise procedures, policies, regulations and standards which impact upon the position, including contemporary human resource management requirements and practices such as Work Health and Safety, Equal Employment Opportunity and Anti-Discrimination policies.
9. 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.
10. 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 Tradesperson - Electrician:

- Reports to the Senior Tradesperson - Electrical and Instrumentation and, as and when required, other project supervisors. Except when working in the role as a trainer, no staff report to this position, staff members however may be called upon to do higher level supervisory duties at any time.
- Is responsible for working with a high degree of independence to resolve complex operational problems associated with specialised equipment under the scope of this role.
- Champions 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, exercises 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.
- Complies 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
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated sound experience in and extensive knowledge of electrical trade skills to modify, commission, repair and maintain electrical devices, controls and equipment appropriate to a hospital environment.
2. Demonstrated ability to prioritise work, accomplish project timeframes, and make responsible recommendations.
3. Proven ability to interact and communicate effectively with staff from all levels of various organisations, including the demonstrated ability to work effectively as a member of a multifunctioning team.

4. Demonstrated ability to produce effective work outputs in terms of both quality and quantity without direct supervision.
5. Knowledge of procedures, policies and regulations which impact upon the position including a working knowledge of Australian Standards, Work Health and Safety, Equal Employment, Anti-Discrimination and quality improvement practices and principles.
6. Evidence of continual updating of knowledge and skills and willingness to participate in staff development activities.

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](#).