

Position	Director, Assets and Facilities
Classification	MAS3
Division	Corporate Services
Department / Section / Unit / Ward	Infrastructure and Digital Division
Role reports to	Operationally: > Executive Director, Infrastructure and Digital Professionally: > Executive Director, Infrastructure and Digital
CHRIS 21 Position Number P52025	Role Created / Review Date 15/07/2024
Criminal History Clearance Requirements <input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child - Prescribed (Working with Children Check) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)	Immunisation Risk Category Category C (minimal patient contact)

JOB SPECIFICATION

Primary Objective(s) of role:

Our aim at Southern Adelaide Local Health Network (SALHN) is to be a high performing and accountable healthcare network that operates to Australian benchmark standards delivering reliable and respectful care. The delivery of SALHN strategic objectives are underpinned by an integrated management system across five domains (safety, quality, delivery, people and cost). The focus on these 5 domains ensures delivery of timely and effective care safely, acknowledging the importance of our people in service delivery and has beneficial consequences for overall costs.

The Director, Assets and Facilities is accountable to the Executive Director Infrastructure and Digital, and is responsible for providing leadership and management of assets and facilities across the Southern Adelaide Local Health Network (SALHN) and ensuring that these services are delivered in a manner that is coordinated and consistent with the strategic directions of Southern Adelaide Local Health Network.

The Director, Assets and Facilities is responsible for the effective and efficient delivery of services including, but not limited to providing leadership in:

- > Leadership, management and delivery of significant and critical asset and facilities services across SALHN.
- > Leadership in the planning and delivery of projects.
- > Leadership in the development and management of strong corporate governance processes.
- > Contribute to the leadership and strategic direction of SALHN and ensuring delivery of key performance objectives as they relate to Corporate Services.

Direct Reports: (List positions reporting directly to this position)

- > Strategic Asset Manager
- > Biomedical Engineering Manager
- > Administration Officer

Key Relationships / Interactions:

The Director, Assets and Facilities is:

- > accountable to the Executive Director, Infrastructure and Digital for providing high level, timely and accurate information, and advice.
- > responsible for managing the strategic and contractual relationship including agreements established for the provision of Across Government Facilities Management Arrangement services and Biomedical Engineering
- > responsible for building relationships within SALHN and across the health system and will work with a range of senior officers within SALHN, across SA Health and other government agencies and partners in health.
- > a regular operational working relationship with Executive, Corporate Services, Divisions and Units.
- > work closely with Department for Health and Wellbeing (DHW) Infrastructure and Across Government Facilities Management Arrangement services provider / Department of Transport and Infrastructure
- > fosters a collaborative working relationship with a range of external agencies, , including (but not limited to) Flinders University, Flinders Private Hospital, Local Councils.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Providing leadership in the delivery of services and projects in alignment with SALHN plans and strategic objectives in a climate of significant reform and continuing change, ensuring accountability is maintained.
- > Maintaining a strong customer focused relationship with key stakeholders through leadership, advice, support and education.

Delegations: (As defined in SALHN instruments of delegations)

(Levels / limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

Financial	Level 3
Human Resources	Level 3
Procurement	Level 3

Resilience

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

Performance Development

As an individual it is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position.

As a Manager you, or your delegate, are required to action the Performance Review & Development Program inclusive of six (6) monthly reviews, for all employees for whom you are responsible.

General Requirements

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

- > National Safety and Quality Health Care Service Standards.

- > *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 in the Immunisation 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'.
- > *Public Interest Disclosure Act 2018*.
- > Disability Discrimination.
- > Information Privacy Principles.
- > 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.

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* and Child Safety (Prohibited Persons) Regulations 2019 must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > Working with Children Clearance must be renewed every five (5) years.
- > 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007* (Cth) must be renewed every 3 years.
- > Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- > 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 2008* 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.

Key Result Areas	Major Responsibilities
Lead the team	<ul style="list-style-type: none"> > Significantly contributing to the development and implementation of strategic plans and projects, leading / supporting the strategic development of key strategic documents including the Strategic Asset Management Plan, Asset Management Plan and Master Plan. > Lead and manage governance arrangements for services and projects and facilitation of enhancements to governance arrangements to reflect SALHN responsibilities . > Provide leadership and manage collaborative relationships with and provide expert advice to key internal and external stakeholders. > Ensure that service provision and the activities of the service are person and family-centred 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 our consumers. > Ensure the effective management of human, financial and physical assets through appropriate planning and allocation of resources to achieve agreed strategic plans. > Lead, develop and foster a positive work culture which is based on SA Public Sector and SALHN values and promotes patient / client focussed service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation. > Lead workforce planning and change management to ensure a skilled workforce capable of providing a high quality, effective and efficient service across SALHN.
Operational Management	<ul style="list-style-type: none"> > Provide operational management of functions ensuring the delivery of services in an effective, timely and compliant with obligations, risk, cost and performance requirements including: <ul style="list-style-type: none"> • environmental services and facilities management • biomedical services • capital programs including minor works, compliance works and equipment programs • accommodation leases, tenancies, and space requirements and planning • management of contracts, service level agreements and memorandums • other corporate related activities as required. > Develop operational service plans to support the delivery of SALHN strategic priorities and enablers. > Provide consultancy and advisory services are provided to key stakeholders and assist in decision making . > Provide a sustainable, efficient and effective physical asset and support service environment. > Lead and provide advice on strategies to reduce environmental impact, including energy, building and infrastructure strategies and adaptations to climate change.
Stakeholder Engagement and Communication	<ul style="list-style-type: none"> > Fostering working relationships with key precinct partners (including Flinders University, Statewide Clinical Support Services, Flinders Private Hospital) to coordinate activities across sites.

	<ul style="list-style-type: none"> > Lead and support the implementation of effective consultation, participation mechanisms and partnerships to ensure the planning and design of facilities occurs through the engagement of all stakeholders. > Build strong relationships, negotiate and communicate with stakeholders, including staff, consumers, industry bodies and community members. > Lead the engagement with consumers and community, including Aboriginal and Torres Strait Islander consumers and community. > Ensure linkages with governance committees and establish any relevant consultation forums as required. > Lead and develop consistent governance arrangements which are transparent and accountable.
<p>Leadership and Decision Making</p>	<ul style="list-style-type: none"> > Proactively participating and providing leadership in governance committees and meetings. > Providing advice and direction that supports decision making in line with SALHN objectives and seek to ensure priority needs are balanced against available resources and opportunities. > Facilitating the installation of a proactive approach and culture of continuously reviewing and improving operations, planning, policies, services and programs. > Identifying, influencing and leading key stakeholders and advocates to promote the implementation of change initiatives that ensure continuous improvement outcomes. > Representing the Service in relevant forums, advocating on behalf of the interests of SALHN objectives as relating to scope of practice. > Providing leadership in the preparation of briefings and submissions as they relate to the Service. > Contributing to the development of policies and procedures that support the Service strategic directions. > Promote and facilitate proactive approaches and a culture of continuous review and improvement of systems, services and programs across SALHN. > Fostering a positive work culture based on SALHN's values, promote customer service, learning and development, safety and welfare of employees, acknowledging differences and encouraging creativity and innovation.
<p>Governance, Compliance and Performance</p>	<p>Ensure services are delivered in accordance to contemporary, culturally appropriate, best practice models that are compliant with all relevant legislative and regulatory requirements by:</p> <ul style="list-style-type: none"> > Providing leadership in maintaining a robust program governance framework and providing advice to inform strategy, standards and directions. > Participating and providing information to External Audit, Internal Audit and reviews implementing recommendations as they relate to the Service. > Developing and maintaining Key Performance Indicators and implementing, reviewing and evaluating programs and systems for compliance with frameworks, standards of care, quality and safety performance.

OFFICIAL

	<ul style="list-style-type: none"> > Leading the creation of a culture of performance accountability, review and evaluation, feedback, teamwork, risk management, collaboration and continuous improvement. > Leading the identification and implementation of evidence-based process and practice redesign. > Ensuring that staff are supported to utilise systems and processes that are compliant with all statutory requirements, policies and procedures.
Quality and Risk Management	<ul style="list-style-type: none"> > Developing a culture of risk awareness and responsiveness in relation to addressing risks. > Contributing to related aspects of the accreditation processes. > Monitoring, evaluating, reporting and continuous improvement of services. > Leading the development and implementation of effective risk management strategies and ensuring they are implemented, monitored and reviewed so that risks are mitigated, prioritised and addressed. > Encouraging the systematic identification, assessment and treatment of financial risk. > Demonstrating risk intelligent behaviour. > Encouraging risk management processes to include sensible creative thinking and potential solutions to address risk. > Ensuring quality management processes are imbedded in routine management practice.
Resource and Contract Management	<p>Ensure the appropriate management of human, financial and physical assets through:</p> <ul style="list-style-type: none"> > Leading appropriate planning and allocation of resources to achieve agreed business and strategic plans. > Budget preparation, monitoring and reporting and adherence to resource allocations. > Providing sound leadership and management of the assigned resources, including ensuring effective financial management practices are maintained in the service to maximise efficiencies and service provisions. > Performance monitoring of service providers (both external contractors and SA Health) ensuring performance and delivery obligations are met.
Advice, Consultation and Relationship Management	<ul style="list-style-type: none"> > Provide leadership through collaboration, articulating ideas and viewpoints to executive, senior management, peers and others. > Identifying and initiating projects; managing resources and supporting the resolution of system inefficiencies and performance. > Providing timely, accurate and informative advice to a range of parties including, but not limited to, Executive, Managers and other key stakeholders. > Ensuring effective consultation, participation mechanisms and partnerships are developed and maintained across the SALHN. > Developing and maintaining strong working relationships and alliances within and outside to achieve SALHN objectives and expectations. > Lead and contribute to change management projects. > Promoting a culture of integration across SALHN in order that information is shared for the benefit of SALHN Strategic intent.

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Tertiary qualifications in management, health, engineering or other related disciplines or equivalent.

Personal Abilities/Aptitudes/Skills

- > Demonstrated ability to apply high level of discipline knowledge with the ability to formulate, implement and monitor and evaluate priorities within a specified area of operation.
- > Demonstrated ability to plan, lead, implement, manage and evaluate goals, objectives and strategies which recognise organisational priorities in the context of resource constraints and a continually changing social, economic and political environment.
- > Strong leadership skills and abilities to motivate and inspire others to work together as a team to achieve objectives in a climate of significant change, with a commitment to a team orientated philosophy.
- > Strong ability to understand customer perspectives and ensure responsiveness to their needs.
- > Self-motivated, organised, demonstrated initiative and an ability to operate independently while remaining focussed on agreed objectives that may have competing priorities.
- > Strong interpersonal and communication skills, verbal and written, that demonstrate a capacity to build, influence and maintain effective relationships with diverse stakeholders on a range of sensitive and complex issues to achieve positive outcomes. Will be able to manage conflict and encourage win/win outcomes where possible.
- > Demonstrated ability to provide high levels of professional service which includes 'conventional sight' (efficiency orientated, operational realities and quality focussed) and 'innovative sight' (strategic, tactical orientated, growth opportunities and quality focussed).
- > Demonstrated ability to understand, interpret and apply policies and procedures to practical situations, and provide accurate business like solutions.
- > Demonstrated skills in analysing and interpreting data, communicating the information concisely and accurately, in either verbal or written format to accommodate the key stakeholder audience.
- > Proven commitment to the principles and practise of:
 - EEO, Ethical Conduct, Diversity and Worker Health & Safety.
 - Quality management and the provision of person and family centred care.
 - Risk management.

Experience

- > Demonstrated experience in providing positive leadership in a senior health management role in an organisation in a climate of reform and continuing change, with demonstrated success in increasing the effectiveness and accountability of the organisation.
- > Demonstrated senior level experience in providing high level and strategic leadership in the delivery of corporate services functions in a large public / private health organisation for services including facilities management, equipment management and capital programs.
- > Demonstrated senior level experience in managing budgets, project management of complex projects, change management and stakeholder engagement.
- > Demonstrated experience of risk management, government probity issues and requirements, quality management and continuous improvement principles, and project review and critiquing processes.
- > Demonstrated experience in the management of resources, providing actionable insights and developing strategies to improve performance and providing concise written executive reports.
- > Demonstrated experience in the ability to lead, manage and develop staff to work collaboratively in a team environment, contributing to and encouraging a culture of teamwork and service delivery and take a shared responsibility for achieving results.

Knowledge

- > Awareness of National Safety and Quality Health Service Standards.
- > Awareness of person and family centred care principles and consumer engagement principles and procedures.
- > Demonstrated knowledge of emerging strategic directions and trends within health services, locally, nationally and internationally.
- > Demonstrated understanding of working within a project management framework.
- > An understanding of the health sector reform agenda and emerging directions within SA Health and the broader health sector.

2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)**Educational/Vocational Qualifications**

- > Qualifications in project management.
- > Post graduate qualifications.

Personal Abilities/Aptitudes/Skills

- > Participation in professional, organisational, state or national working parties, task forces or policy development projects.

Experience

- > Proven experience in managing reform initiatives, and knowledge of recognised and accepted project management methodologies, e.g. PRINCE2

Knowledge

- > Knowledge of political, social and economic parameters that affect the planning, development, funding delivery and management of health services.
- > Knowledge of policies, frameworks, systems, structures, relationships and operations of the Department for Health and Wellbeing
- > Knowledge of the Australasian Health Facility Guidelines (AusHFG).

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.

SA Health Challenges

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

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 Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

Statewide	> Women's and Children's Health Network
Metropolitan	> Central Adelaide Local Health Network > Southern Adelaide Local Health Network > Northern Adelaide Local Health Network
Regional	> Barossa Hills Fleurieu Local Health Network > Yorke and Northern Local Health Network > Flinders and Upper North Local Health Network > Riverland Mallee Coorong Local Health Network > Eyre and Far North Local Health Network > South East Local Health Network

Southern Adelaide Local Health Network (SALHN)

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)

OFFICIAL



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; it sets out the **South Australian Public Sector Values** as:

- > **Service** – We proudly serve the community and Government of South Australia.
- > **Professionalism** – We strive for excellence.
- > **Trust** – We have confidence in the ability of others.
- > **Respect** – We value every individual.
- > **Collaboration & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We work to get the best results for current and future generations of South Australians.

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

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

OFFICIAL

Role Acceptance

I have read and understand the responsibilities associated with the Director, Assets and Facilities in the Corporate Services Division and organisational context and the values of SA Health as described within this document.

Name

Signature

Date