



## ROLE DESCRIPTION

<b>Role Title:</b>	Facilities and Security Project Officer
<b>Classification Code:</b>	ASO4
<b>LHN/ HN/ SAAS/ DHW:</b>	DHW
<b>Hospital/ Service/ Cluster:</b>	DHW
<b>Division:</b>	Corporate and Infrastructure Division
<b>Department/Section / Unit/ Ward:</b>	Infrastructure
<b>Role reports to:</b>	Director, Property and Accommodation
<b>Role Created/ Reviewed Date:</b>	December 2023
<b>Criminal and Relevant History Screening:</b>	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category Requirements:</b>	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

## ROLE CONTEXT

### Primary Objective(s) of role:

- > The Facilities and Security Project Officer is accountable to the Director, Property and Accommodation for the effective monitoring of facilities, security and project administrative support within the Department for Health and Wellbeing's Infrastructure branch.
- > The position will provide facilities support for office accommodation incident management and business continuity measures.
- > This position acts as a principal day to day contact for building maintenance related matters.

### Direct Reports:

- > Nil

### Key Relationships/ Interactions:

#### Internal

- > Director, Property and Accommodation, Property & Security team, Health Capital Project and Capital Planning Teams, SA Health Local Health Networks - Facilities Corporate Services Managers.

#### External

- > Department for Infrastructure and Transport, Building Lessors, Local Councils, Spotless, Building Trades and Contractors, Local Health Networks and external stakeholders as required.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Strengthening central property function processes and documentation.
- > Develop and maintain strong working relationships with key stakeholders in the Department and Local Health Networks.

**Delegations:**

- > Nil

**Key Result Area and Responsibilities**

Key Result Areas	Major Responsibilities
Property / Facilities and Building Management	<ul style="list-style-type: none"><li>&gt; Administer and support the development and implementation of the annual preventative maintenance and breakdown programs; undertaking inspections to identify maintenance requirements and review the quality of contractor's work.</li><li>&gt; Use departmental templates to prepare and monitor implementation of fit for purpose cleaning specifications and efficient waste management.</li><li>&gt; Provide input into DIT tenders and acquisition plans for minor projects, contribute to tender evaluations, monitor and report on status of delivery.</li><li>&gt; Act as a principal point of contact for day to day building maintenance related issues, and maintain a safe work environment by taking all reasonable steps to ensure compliance with health, safety and well-being requirements for the Adelaide CBD office accommodation portfolio.</li><li>&gt; When required, act flexibly to provide support to the property and projects team and in management of land or leasing issues in relation to property assets, agreements, licenses, leases, databases, preparation of property reports, briefing notes, etc.</li></ul>
Security Management	<ul style="list-style-type: none"><li>&gt; Contribute to the security management of DHW facilities in consultation, with the appropriate Agency Security representative.</li></ul>
Contribute to Departmental Asset Reporting and Strategic Activities	<ul style="list-style-type: none"><li>&gt; Coordinate accurate property plans and fixed asset reports, portfolio monitoring and input to annual financial reporting, and executive briefings as required.</li><li>&gt; Coordinate logistical support for corporate accommodation relocations including telecommunication requirements.</li></ul>
Improving Infrastructure Policies, Systems and Procedures for Use Across the Department	<ul style="list-style-type: none"><li>&gt; Explore and contribute to improving centralised best practice models, strategies, and directions for Facilities and Building Management, Office Accommodation Projects, OHS&amp;W Guidelines, Management of First Aid across DHW etc.</li><li>&gt; Contribute to the development of Accommodation and Facilities related Procedures and maintain information fact sheets on intranet site.</li><li>&gt; Improving Infrastructure policies, systems and procedures for use across the Department.</li></ul>
Effective Customer Service and Interpersonal Relations	<ul style="list-style-type: none"><li>&gt; Ensure that service provision is customer focussed and professionally and effectively conducted, and contribute to an integrated team approach and culture which is highly responsive to the needs of</li></ul>

	<p>business partners and external clients.</p> <ul style="list-style-type: none"> <li>&gt; Contribute to 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; Display professional and approachable attitude and demonstrate high quality of customer focussed service provision, with attention to detail.</li> <li>&gt; Contribute to the wellbeing of people in South Australia through participation 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.</li> <li>&gt; Ensure the promotion and implementation of the General Public Sector management aims, personnel management standards and employee conduct standards and in particular Equal Opportunity and OHS&amp;W by adhering to the provisions of relevant legislative requirements.</li> </ul>
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## Knowledge, Skills and Experience

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- > Nil

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

- > Proven ability to effectively communicate both orally and in writing with all levels of management.
- > Demonstrated ability to co-ordinate a range of activities to achieve a high quality performance.
- > Proven ability to work under broad direction to achieve the objectives and goals of the Department.
- > Proven ability to analyse situations/problems and to provide innovative and creative solutions.
- > Demonstrated ability to identify and work to priorities within the Department.
- > Effective and appropriate level of administration and computer skills.

#### **Experience:**

- > Demonstrated experience in facilities management in the commercial or government building sector
- > Experience in the preparation of scopes, requests for quotes, briefings and correspondence
- > Experience in data collection and analysis, research activities, administration databases and electronic records management systems.
- > Experience in drafting and editing of ministerial or office of the Chief Executive documents for, and on behalf of the leadership team

#### **Knowledge:**

- > Sound knowledge of a range of relevant government administrative and building maintenance practices and procedures.
- > Knowledge of agency structures and/or service functions and programs, policies and activities.

### **DESIRABLE CHARACTERISTICS**

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

- > Nil

**Personal Abilities/Aptitudes/Skills:**

- > Excellent time management, administrative and computer skills, particularly in relation to complex information database platforms and excel spreadsheets.
- > Demonstrated problem solving capability, including assessing finance/cost considerations.

**Experience:**

- > Experience in building project works and facilities management, including the preparation of scopes, requests for quotes, briefings and correspondence.
- > Experience in a property portfolio management area I asset management processes including supporting projects related to tendering works and services, risk management, operations and work health safety management, maintenance, service and value optimisation.
- > Experience in data collection and analysis, research activities, asset software/property administration databases and electronic records management systems.

**Knowledge:**

- > Knowledge of contract administration.
- > Knowledge of commercial building practice.
- > A sound knowledge of Department of Health and Wellbeing Facilities and Security activities, policies and procedures.

### Special Conditions:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > *For appointment in a Prescribed Position* under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For '*Prescribed Positions*' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for '*Approved Aged Care Provider Positions*' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997* (Cth).
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- > 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.

### General Requirements:

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

- > *Work Health and Safety Act 2012 (SA)* maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act, 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 by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*.
- > *Information Privacy Principles Instruction*.
- > 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.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

**Performance Development:**

The incumbent will be required to participate in the organisation's Performance Review and 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.

**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.

**Resilience:**

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

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

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and Far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

### 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:

Infrastructure is part of the Corporate Services Division within the Department for Health and Wellbeing. Infrastructure contributes to the delivery of a safe, efficient, effective and environmentally sustainable public health system by planning for, delivering and sustaining infrastructure to meet the needs of clients in SA Health and the Department for Health and Wellbeing.

Infrastructure includes Capital Projects; Property and Accommodation and SA Biomedical Engineering and Asset Management.

## 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.

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.

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

## 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 understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

**Name:**

**Signature:**

**Date:**

### Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/18	Minor formatting with order of information amended.
V4	11/07/18	26/03/19	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/19	04/06/19	Added categories for immunisation requirements on front page.
V6	05/06/19	25/06/19	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/19	09/06/20	Updated legal entities to include new regional LHN's.
V8	10/06/2020	03/05/2021	Update Risk Management Statement
V9	04/05/21		Inclusion of integrity statement under Code of Ethics on Page 6
V10	08/12/2023		