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## SA Health Job Pack

Job Title	Casual Maintenance Officer
Eligibility	Open to Everyone
Job Number	860555
Applications Closing Date	10 March 2025
Region / Division	Eyre and Far North Local Health Network
Health Service	Cummins MPS
Location	Cummins
Classification	WHA4
Job Status	Casual Positions
Salary	\$29.11 - \$29.42 per hour + 25% casual loading

## Contact Details

Full name	Rebecca Varney
Position	Administrative Services Officer
Phone number	8676 0222
Email address	<a href="mailto:rebecca.varney@sa.gov.au">rebecca.varney@sa.gov.au</a>

## 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 A (direct 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 A (direct 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 & Grounds Officer
<b>Classification:</b>	WHA-4
<b>Position Number:</b>	P21407
<b>Stream:</b>	Facility / Gardening & Grounds
<b>LHN/ HN/ SAAS/ DHA:</b>	Eyre and Far North Local Health Network
<b>Business Unit:</b>	Cummins and Tumby Bay
<b>Type of Appointment:</b>	Casual
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input type="checkbox"/> DHS Working With Children Check (WWCC) <input type="checkbox"/> NDIS Worker Check
<b>Immunisation Risk Category</b>	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances)

## ROLE SPECIFICATION

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### Summary of the broad purpose of the role in relation to the organisation's goals

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The Facility & Grounds Officer is responsible for general facility maintenance associated with the interior and/or exterior of the health unit.

Duties may include rubbish collection, carpentry, painting, plumbing, mechanical and grounds maintenance.

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### Reporting/Working Relationships

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The Facility & Grounds Officer is responsible directly to the Senior Maintenance Officer on a day to day basis and ultimately responsible to the Executive Director of Nursing.

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### Confidentiality and Handling of Official Information

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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.

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## White Ribbon

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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.

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## Cultural Statement

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The Eyre and Far North LHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. The Eyre and Far North LHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

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## Special Conditions

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- > 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 must obtain a satisfactory Working With Children Check (WWCC) through the Screening and Licensing Unit, Department for Human Services (DHS).
- > 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 employment involving unsupervised contact with vulnerable groups.
- > Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Worker Screening Check through the Department of Human Services (DHS) Screening Unit.
- > National Police Certificates must be renewed every 3 years thereafter from date of issue.
- > Working With Children Checks must be renewed every 5 years thereafter from date of issue.
- > The position is primarily located at Lower Eyre Cummins and Tumby Bay but the incumbent maybe required to work from other sites within EFNLHN.
- > The incumbent must be an Australian resident or hold a current working visa.
- > The incumbent will be required to enter into an Annual Performance Review and Development Plan for the achievement of specific, service or program outcomes.
- > Current driver's license and willingness to drive.
- > Must be flexible and willing to participate in a 7 day roster working varied hours/shifts across different settings.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

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## Statement of Key Outcomes and Activities

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**Contribute to the general facility maintenance associated with the interior and/or exterior of the health unit by:**

- design, modify and construct major items/equipment not to a trade standard.

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### **Contribute to the grounds maintenance of the health unit by:**

- prepare, formulate and pasteurise soil mixes
- collection of seed and cuttings by species
- determine best conditions for cultivation of a specific collection of plants, compose soil mixes and maintain collection.

### **Contribute to the efficient and effective operation of the health unit by:**

- may require the set up, program and operation of machinery, equipment and/or facilities, and recording systems including computerised systems
- determining and appraising methods of work organisation
- implementation of detailed directions and procedures
- providing assistance and guidance to other employees
- assisting in the provision of on the job training.

### **Demonstrates and maintains a satisfactory knowledge and skill base to perform role by:**

- undertaking training as required and maintaining required skills and knowledge applicable to the role.

**An employee at Level 4 will be required to perform duties at the lower level.**

## **GENERAL**

### **Employees have a responsibility and obligation to comply with statutory and organisational requirements, procedures and rules that are introduced to ensure a safe and healthy work environment, free of discrimination by:**

- Comply with all SA Health, EFNLHN and workplace Policies, Procedures and Guidelines.
- Comply with and have a working knowledge and understanding of the requirement for all staff employed in the organisation in regards to confidentiality.
- Commitment to the continuous improvement in the provision of customer service.
- Participation in continuous quality improvement programs and Accreditation activities.
- Ensuring cultural sensitivity is maintained by contributing to cultural awareness and attending cross cultural training with a frequency to be determined as appropriate by the organisation.
- All staff will actively support and contribute to risk management by maintaining an awareness of the risks relating to their area of responsibility and accountability including the identification and reporting of such risks.
- It is the responsibility of every employee to ensure that no official record created or received (in any format) is destroyed without following prescribed retention procedures and subsequent authorisation from State Records. It is further the responsibility of every employee to ensure they gain an understanding of what constitutes an official record. It is a requirement that all employees will adhere to the prescribed Policy, Procedures & Practices of this organisation in relation to records management.
- Contribute to the well-being 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.
- Contribute to the promotion and implementation of the Public Sector Act principles and practices and employee conduct standards, in particular Equal Opportunity and Work Health Safety by adhering to the provisions of relevant legislative requirements.

## PERSON SPECIFICATION

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### ESSENTIAL MINIMUM REQUIREMENTS

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**Educational/Vocational Qualifications** (include only those listed as an essential qualification for the specified classification group)

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**Personal Abilities/Aptitudes/Skills:** (related to the job description and expressed in a way which allows objective assessment)

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- Proven ability to work well within a team environment.
  - Ability to work in various settings and relate to all levels of staff.
  - Proven ability to meet deadlines and timeframes.
  - Sound interpersonal and communication skills and the ability to relate to people from different cultures, backgrounds and circumstances.
  - Ability to provide assistance and co-operation to other staff.
  - Ability to use a wide range of hand and power tools.
  - Demonstrated ability to perform under limited direction.
  - Ability to use discretion and maintain strict confidentiality.
  - Effective written, verbal and numeracy skills.
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### Experience

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- Proven experience in building and ground maintenance.
  - Experience in the use of computer packages eg. Microsoft Word, Excel.
  - Proven experience in exercising own judgment and initiative in the day to day execution of a position.
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### Knowledge

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- Knowledge of safe working conditions.
  - Knowledge and commitment to customer service principles.
  - An understanding of the spirit of the principles of the Premier's Safety Commitment and the legislative requirements of Risk Management standard, Equal Employment Opportunity and Occupational Health, Safety and Welfare legislation.
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**DESIRABLE CHARACTERISTICS** (To distinguish between applicants who have met all essential requirements)

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**Educational/Vocational Qualifications** (considered to be useful in carrying out the responsibilities of the position)

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- Successful completion of Year 11 High School.
- A current first aid certificate.
- Current fork lift license or willingness to obtain.

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**Personal Abilities/Aptitudes/Skills:** (related to the job description and expressed in a way which allows objective assessment)

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- Demonstrated manual handling skills.
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**Experience**

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**Knowledge**

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**Other Details:**

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**ORGANISATIONAL CONTEXT**

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**Organisational Overview:**

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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.

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**Our Legal Entities:**

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SA Health is the brand name for the health portfolio of services and wellbeing responsible to the Minister for Health and Wellbeing.

The legal entities include but are not limited to Department for Health and Wellbeing, 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..

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**SA Health Goals and Strategies:**

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The achievement of key SA Health goals, directions and strategies are articulated within the following:

- > South Australian Health and Wellbeing Strategy 2020-2025
  - > State Public Health Plan 2019-2024
  - > SA Health Strategic Clinical Services Plan 2021-2031
  - > SA Mental Health Services Plan 2020-2025
  - > SA Health Clinical Services Capability Framework
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**Eyre and Far North Local Health Network:**

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Our Local Health Network (LHN) is responsible for the planning and delivery of hospital and health services over 337,626 square kilometres, taking in the Eyre Peninsula, western part of South Australia and north of Coober Pedy. It supports approximately 40,000 people.

Services provided within the Eyre and Far North region include accident and emergency, day and inpatient surgery, Aboriginal health, mental health, obstetric services,

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chemotherapy, renal dialysis, community and allied health, and aged care and disability services.

We have Health facilities located within Port Lincoln, Tumby Bay, Cummins, Lock, Elliston, Streaky Bay, Wudinna, Kimba, Cleve, Cowell, Ceduna and Coober Pedy.

The health units within the Eyre and Far North LHN have dedicated and experienced staff who strive to meet the needs of the community by providing the highest level of health care.

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## Values

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### 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.

### EFNLHN 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:

<b>Accountability</b>	<b>Connected</b>	<b>Respect</b>	<b>Caring</b>
✓ We value taking responsibility for all that we do	✓ We value being part of our local community and our LHN community	✓ We value every individual and their uniqueness	✓ We value providing compassionate care to those who need it
✓ We value acting with integrity when striving to achieve our goals	✓ We value listening and collaborating with others	✓ We value being considerate and kind to ourselves and others	✓ We value putting our consumers at the centre of everything we do
✓ We value following through on what we say we will do	✓ We value two-way communication	✓ We value the diversity of our communities and the people in them	✓ We value taking the time to understand our consumers and their needs

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## Code of Ethics

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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 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.



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- > 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.

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**Aboriginal Health**

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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**