

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Senior Tradesperson - Painter & Decorator
Position Number:	503359
Classification:	General Stream Band 4
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Infrastructure – Asset Management Services Facilities Management and Engineering Services
Position Type:	Permanent Full Time
Location:	North
Reports to:	Site Coordinator (North)
Effective Date:	December 2022
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Relevant Trades Qualification*</p> <p>* For the purpose of the above section the relevant trades qualification is: Certificate III Painting and Decorating</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:	Current Driver's Licence

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:

As a member of the Facilities and Engineering Team, the occupant is responsible for:

- Carrying out painting maintenance and repair work required on all hospital buildings to appropriate standards while ensuring the safety of public, staff and patients.
- Supervising and coordinating painting trades staff to ensure effective and efficient services are provided.
- Ensuring all plant and equipment under the control of this position is maintained in accordance with mandatory, statutory, and local requirements.

Duties:

1. Provide leadership for the Painting Trades to ensure a highly cohesive team that can efficiently service health care facilities including a complex hospital environment within the Department's work responsibility area.
2. Effectively coordinate, supervise, and participate in the day-to-day operations of all the staff that come under the responsibility of this position. Ensure work assigned is completed within agreed timeframes and to approved specifications and quality standards.
3. Prepare and/or review specifications, recommendations and administrative quotations from contractors/suppliers when required.
4. Consult with other Facilities and Engineering staff to design, implement and review programmed maintenance schedules relating to the regular maintenance of buildings and other structures throughout the Launceston General Hospital and within the community settings as per the Department's work responsibility area in Northern Tasmania.
5. Use initiative and liaise with other roles of this nature within the Agency to coordinate and implement timely, quality, and efficient provision of painting services to various clients within the Department's responsibility work area.
6. Maintain quality control measures to approved levels and ensure compliance with all relevant Australian Standards, Acts, Regulations, Instructions, and other directions applicable to the trade.
7. Maintain all plant and equipment to the best standards and workmanship possible by showing initiative and keeping abreast with all changes and trends within the industry. Make recommendations on the impact of new trends upon the delivery of painting services.
8. Ensure that safe work practices are adopted and reviewed to ensure continuous practice improvement. This includes ensuring protective clothing and equipment provided is worn and used as recommended.
9. Maintain own professional development through the continuous improvement of knowledge and skills applicable to the trade, participate in learning activities when required, and contribute in staff development activities.
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 Senior Tradesperson - Painter & Decorator reports directly to the Site Coordinator (North) and operates with a high level of independence in undertaking day-to-day activities. The occupant:

- Is responsible for supervising painting, trade staff, contractors and consults as appropriate.
- Communicates professionally with internal staff within the Facilities and Engineering Team and externally to a variety of consultants, contractors, suppliers, manufacturers, and other Government Agencies when required.
- 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.
- Actively participates in and contributes 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 sound experience in and extensive knowledge of the painting trade services including the ability to repair and maintain infrastructure within a health care environment.
2. Demonstrated ability to prioritise own work and the work of other trades staff to accomplish project timeframes and make recommendations along with the ability to keep and maintain records.
3. Demonstrated ability to interact and communicate effectively with staff from all levels of various organisations along with the ability to work effectively as part of a multifunctioning team.

4. Demonstrated experience in effectively managing a trades team to achieve service delivery and organisational objectives, including the ability to motivate a trades team to produce an effective work output without direct supervision.
5. Knowledge of, or an ability to quickly acquire the knowledge of, procedures, policies and regulations which impact upon the position, including a working knowledge of Australian Standards, Work Health and Safety, Equal Employment, and Anti-Discrimination and Quality Improvement practices and principles.
6. Demonstrated commitment to, and evidence of continual updating of knowledge and skills, and a 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 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](#).