

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Coordinator Equipment and Logistics
Position Number:	521047
Classification:	General Stream Band 5
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Community, Mental Health and Wellbeing – Ambulance Tasmania
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Team Leader Infrastructure and Logistics
Effective Date:	July 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirement:	Current Drivers Licence
Position Features:	Requires occasional intrastate travel

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 Ambulance Tasmania's Support Services team, contribute to the delivery of Ambulance Tasmania (AT) services by assisting in provision and maintenance of equipment, fleet and other assets to AT's service delivery business units. The core objectives of the position are to:

- Be responsible for the research, selection, procurement, implementation, maintenance of medical, operational and special operations equipment for Ambulance Tasmania (AT).
- Be accountable for developing life cycle programs for all areas of responsibility and assisting in sourcing appropriate funding for the ongoing supply and replacement of items to meet AT's operational needs.
- Assist in the operational management of AT's fleet, including fleet rotation, maintenance of fleet specific manual tasking equipment and the AT fleet retirement strategy.

Duties:

1. Contribute to establishment of long term equipment procurement plans.
2. Develop requisite procedures for operational staff for equipment usage, maintenance and life cycle.
3. Coordinate selection, evaluation and implementation processes of both new and existing equipment according to project management methodologies and in accordance with Treasurer's instructions.
4. Liaise with internal and external stakeholders to ensure the procurement process achieves cost-effective and "fit for purpose" outcomes.
5. Contribute to the development of future technologies and innovation for the organisation.
6. Identify additional funding such as grants, recurrent, donation and capital to support AT's equipment procurement program.
7. Undertake regular equipment and asset audits and work with operational business unit management teams to ensure regular asset maintenance and reporting.
8. Provide support to the Team Leader Infrastructure and Logistics in the delivery of cost effective, timely and quality equipment, logistics and equipment services.
9. Assist in the fleet equipment maintenance programs and life-cycle strategies.
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 Coordinator, Equipment and Logistics is responsible to the Team Leader Infrastructure and Logistics for:

- Providing authoritative advice on specialist logistics and undertaking a broad range of procurement of equipment and special operations apparatus
- Identifying multiple funding lines through grant, capital, donation and recurrent sources to ensure the optimal replacement program for all areas of responsibility including consideration of redundancy issues
- Developing life cycle plans for the management of all areas of responsibility, as applicable, using project management methodology and in adherence to the Treasurers instructions

The occupant will:

- Be required to work with limited supervision under the broad direction of the Team Leader Infrastructure and Logistics and will be expected to work collaboratively with key staff within AT, the Department of Health (DoH), the Agency and other State and community organisations.
- Provide leadership and guidance to other staff relating to the procurement of goods and services.
- Be required to respond in the event of a major incident to perform operational logistics functions related to equipment.
- Participate in maintaining a supportive and positive workplace culture.
- Perform the duties allocated consistent with AT's organisational values and will promote, role model and support those values in the workplace.
- Where applicable, exercise 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.

- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- 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.
- Health Care Workers within Ambulance Tasmania are expected to comply with the *Ambulance Tasmania Clinical Staff Immunisation Policy*. This position is a designated Category B position.

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. Experience in a health environment, together with extensive knowledge and understanding of the needs of operational service delivery in an emergency medical system or similar environment.
2. Demonstrated understanding of contemporary project management methodologies.
3. Demonstrated conceptual, analytical and creative skills including the ability to lead AT in innovation and consistency of the areas of responsibility
4. Demonstrated ability to develop and implement best practice systems and standards relevant to procurement for the areas of responsibility
5. Broad knowledge and understanding of technical and infrastructure systems used in the emergency health service industry with the ability to coordinate their implementation as required
6. High level communication, negotiation and conflict resolution skills including the ability to represent AT and to identify and negotiate mutually acceptable outcomes in situations of differing interest.
7. Ability to work under pressure with a high level of adaptability and flexibility

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](#).