

# FACILITIES AND STORES CO-ORDINATOR

<b>Department:</b>	Finance Services		
<b>Salary:</b>	\$83,658	<b>Classification Code:</b>	HAO Grade 4
<b>Award/Agreement:</b>	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022		
<b>Position created:</b>	June 2018	<b>Date Reviewed:</b>	February 2021

<b>PRIMARY OBJECTIVES</b>	<p>The primary objectives of this role is to manage and co-ordinate the key areas of central inventory store, facility, grounds and fleet management across all of the SCHS sites.</p> <p>Central Stores:</p> <ul style="list-style-type: none"> <li>• Manage &amp; co-ordinate the procurement, supply and delivery of essential goods and services for SCHS ensuring the supply chain is robust and sustainable.</li> </ul> <p>Facilities &amp; Grounds Management:</p> <ul style="list-style-type: none"> <li>• Delivering best practice through coordination of routine maintenance and repairs to all SCHS assets, fire detections systems, gardens and grounds at all sites.</li> <li>• Lead and manage the SCHS cleaning service &amp; team</li> </ul> <p>Fleet Management:</p> <ul style="list-style-type: none"> <li>• Co-ordinating SCHS fleet, including procurement, utilisation, repair, replacement and systems administration of PoolCar.</li> </ul> <p>Ensure relevant services for SCHS comply with all codes and regulations, meet service requirements, provide value for money and ensure a safe and secure work environment for all building occupants and visitors.</p>
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<b>KEY SELECTION CRITERIA</b>	<ul style="list-style-type: none"> <li>• Completed, working towards or a willingness to work towards a Diploma in Business (similar discipline), or equivalent years of experience.</li> <li>• Inventory store experience in monitoring supplies and ensuring stock levels are maintained; and inventory is managed.</li> <li>• The ability to demonstrate an inventory process improvement that you have implemented.</li> <li>• Experience in providing support in a facilities and building services environment with an understanding of preventative maintenance and computerised control systems.</li> <li>• Experience in project management of building works, new works and refurbishments.</li> <li>• Experience in asset management including fleet or a willingness to undertake training.</li> <li>• Experience in developing reports and advanced skills within the Microsoft Office Suites</li> <li>• Excellent communication and customer service skills in particular effective negotiation skills.</li> </ul>
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<b>SPECIFIC ACCOUNTABILITIES</b>	<p><b>3.1 General</b></p> <ul style="list-style-type: none"> <li>• Reports to the Finance &amp; Facility Manager.</li> <li>• Works collaboratively and in consultation with SCHS staff.</li> <li>• Is an active member of the Executive Operational Group.</li> <li>• Has significant contact with but not limited to Contractors, Service providers and Suppliers.</li> </ul>
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- Develop solutions for the effective and efficient operations within areas of responsibility.
- Contribute to maintaining the asset management plan and associated registers.
- Supervise the SCHS cleaning staff and maintain rosters.

### **3.2 Facilities & Services**

- Coordinate the maintenance of the SCHS' building services to maintain continuity of operations, minimise disruption to organisational activities and continually improve the sustainability of building operations.
- Inspect and assess all elements of building services and equipment on a regular basis
- Support the planning and delivery of project management activities required or directed.
- Co-ordinate building services review and approve contractor work plans and maintenance contracts to provide routine and emergency breakdown repair management.
- Manage compliance with contract conditions to resolve issues in a timely manner.
- Monitor the Building Management System (BMS), to ensure effective outcomes are achieved.
- Provide service reporting at the end of each month as determined by KPIs and in consultation with manager.
- Control and monitor waste management, including medical waste and secure document destruction.
- Ensuring testing and/or tagging of electrical equipment in accordance with SCHS policies and procedures and national standards.
- Ensuring the relevant organisational registers are maintained accurately.

### **3.3 Fleet Management**

- Fleet Management including procurement, trade, insurance and claims, repairs, cleaning and servicing schedule.
- Monitor and report vehicle mileage and fuel usage and ensure vehicles are rotated to receive maximum benefit for the organisation
- Process vehicle insurance claims when required

### **3.4 Central Stores And Supply Chain Management**

- Manage and support the procurement of all goods and services
- Manage and ensure stock levels are maintained within the central inventory store
- Ensure the supply chain process supports the availability of agreed stock levels within the operational areas.
- Ensure all purchase orders are processed within the Sage financial system in a timely manner
- Monitor and analyse expenditure and cost savings of purchases and negotiate with service providers and suppliers for effective pricing
- Monitor cost centres related to procurement in accordance to the budget and expected usage rates

### **3.5 Cleaning**

- Oversee appropriate levels of facility cleanliness in accordance with relevant guidelines

## CONDITIONS OF EMPLOYMENT

- Must pass and maintain applicable safety screening checks including but not limited to national and international criminal history check, NDIS Worker Screening check, Working With Children check, disciplinary action history declaration, proof of identity. Employment may be terminated as a result of details disclosed in safety screening checks. Incumbent must provide SCHS with evidence of currency as required.
- Employment may be terminated as a result of details disclosed in a Working with Children Check report, criminal history check, NDIS Worker Screening check or equivalent.
- New employees to positions are subject to a probationary period of six months. Ongoing employment will be subject to successful performance during this time.
- Maintain professional registration, licenses, provider numbers and insurance certificate of currency, if relevant. Incumbent must provide SCHS with evidence of currency on an annual basis and as required.
- Abide by organisational policies and procedures, SCHS Code of Conduct and Values, relevant standards, codes of practice as well as various legislation both state and federal including but not limited to Drugs, Poisons and Controlled Substances Act, Public Health and Wellbeing Act, Privacy Act and Health Records Act.
- All qualified and Nationally Registered professionals are to respect and act in accordance with the laws of the jurisdictions in which they practice. Any professional bodies Codes of Conduct / Ethics / Standards should be interpreted with reference to these laws. The code is not a substitute for requirements outlined in the National Law, other relevant legislation, or case law. Where there is any actual or perceived conflict between the code and any law, the law takes precedence. SCHS operates in accordance with the relevant legislation and Acts and as such, the Codes / Standards should also be interpreted with reference to any organisational rules and procedures to which professionals may be subject.
- Supply and maintain the associated costs of a Bring Your Own (BYO) mobile device e.g. smart phone, in order to log into various systems in relation to the role e.g. myGovID.
- Ensure client and staff confidentiality is maintained at all times.
- Possess a valid driver's license as you may be required to travel between and / or work from any SCHS site.
- Some out of hours work may be required from time to time, but will be managed in a manner that ensures work / life balance.
- Maintain a smoke free working environment.
- National Immunisation Program: this position falls within the healthcare worker risk category C.
- Undertake annual competency based training including but not limited to occupational health and safety, fire and emergency, risk management, manual handling, hand hygiene, standard and transmission based precautions, aseptic technique and personal protective equipment (PPE) training.
- Discharge the duties and obligations of the role in a professional and competent manner.
- Supervision and training of school based and higher education students on placement, as required.
- Working cooperatively, constantly respecting and supporting fellow staff and developing positive channels of communication and sharing duties as required.
- As applicable, lead and/or participate in team initiatives, including regular staff meetings in order to assist in the facilitation of effective communication.
- Contributing to the achievement of the goals as outlined in the Strategic Plan and the overall objectives of the organization.
- Participating in Performance Development Agreement process at least annually.
- Contributing effectively to SCHS quality management and safety systems by assisting with monitoring and evaluating activities and mechanisms, identifying opportunities for improvement and correcting problems to improve customer care services and experience.

- Maintaining a high level of and, demonstrating an awareness of infection control standards special precautions as applicable to the role.
- Assisting in promoting the organisation as a health service, integrating health promotion into all activities of the service, and creating alliances with other settings, consumers and the community with the aim of achieving healthy gains for the community.
- Actively supporting and encouraging a safe work environment by identifying and reporting all health and safety hazards, accidents, incidents, adverse client outcomes, property damage and mishaps in the workplace.
- Being accountable to the CEO for effective implementation of the quality management and safety systems and performances.
- Complying with SCHS policies, vision, mission, values and procedures, as well as applicable standards, guidelines and legislation (including OHS Act Vic, Equal Employment Opportunity requirements, Charter of Human Rights and Child Safe standards) by supporting and contributing to the overall quality management and safety systems to provide a safe and healthy work environment, free from harm, sexual harassment and discrimination.
- Brings compliance to the same from staff under their direction by using effective methods of supervision and interaction.
- Taking responsibility for training of employees at induction, ie systems of work, plant, and use of substances, when new work processes introduced, or for ongoing / refresher updates.
- Reviewing (and where necessary, investigating) incidents occurring within their area of responsibility and managing remedial actions.
- Assisting with the rehabilitation and return to work programs of injured employees.
- Ensuring continual improvement including that aimed at elimination or control of work related injury and illness.