

Eastern Health

POSITION DESCRIPTION

Position Title:	Manager of Precinct Space Management
Award Classification:	HS4
Award / Agreement Name:	Victorian Public Health Sector (Health and Allied Services, Manager and Administrative Workers) Single Interest Enterprise Agreement 2021 – 2025.
Position Reports to:	ED Infrastructure & Digital OR Director Asset Management

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



1. POSITION PURPOSE

The role is responsible for planning and management of space requirements across all Eastern Health campus and sites in alignment with business requirements, strategies and new ways of working. The role will work across multiple workplace projects as well as in a BAU capacity. This is a great opportunity for someone who has experience in design, space planning, change management, workplace program/projects management and relocations.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Manage and engage internal teams and/or contractors in the design, development and delivery of clinical and non-clinical spaces specifically related to:
 - Strategy Planning & Design Management which includes:
 - Needs & Demand Assessments: Analyse current space utilization, gathering employee feedback, and identifying future needs. Focus on understanding the organization's current situation, goals, and future growth plans.
 - Functional Space Specifications / Requirements: Develop comprehensive plans that considers patient flow, Workflow, staff needs, and technological requirements for all departments.
 - Facility Design (Functional & Standards): Creating a layout that promotes efficient patient care and/or workflow, while adhering to relevant regulations and standards.
 - Ongoing Space Optimization and Utilisation to focus on:
 - Workflow / Space Optimization: Continuously monitoring and improving workflows to enhance efficiency patient care and/or workflow.
 - Space Utilization: Regularly assessing space utilization to identify areas for improvement and optimize resource allocation. This includes workplace management of hot/shared desks/offices
- Develop and Implement Precinct Space Management Policies to support effective Precinct Space lifecycle activities
- Develop and establish Functional Specification, Requirements and Standards for all Clinical and Non-clinical workspace.
- Audit, analyse and monitor solutions where insufficient space is available. Solutions may include space allocation changes, refurbishment works and/or procuring additional office space.
- Develop and implement accommodation scenarios and solutions for evaluation against changing business requirements (headcount), budget and workplace programs and projects.
- Support and guide service teams to perform stack and move plan analysis for BAU and relocations and ensure the maintenance of space management systems to ensure reflection of allocations and occupancy, including the workplace and storage.
- Support assess fit-out layouts and other facilities and/or review external consultants test fits. Conduct on-site inspections when necessary.
- Manage various space requests and support coordinators in accordance with Precinct Space Management Workflow process.
- Integration of work with Infrastructure Services and Project Delivery teams.
- Explore new technology or process to improve efficient and effective management of space.

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and

promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential

- Knowledge in design, space planning, change management or relocations
- Experience in program / project management and have led a team previously
- Stakeholder management skills with outstanding verbal and written communications
- Experience in managing multiple projects concurrently
- Advanced level MS Project, MS Excel and PowerPoint skills
- Can balance working individually and collaboratively with internal and external teams
- Learning mindset with a positive can-do attitude
- Available to travel to project sites when needed
- Excellent Interpersonal Communication skills
- Managing internal and external teams, stakeholders and contractors

Desirable

- Degree or Diploma in Property Management or a similar field
- Certification in Project Management or related field
- Knowledge of analysis, interpretation and reporting requirements related to property-related information and trends
- Certificate IV in Real Estate Practice Victoria (CPP41419) or eligible to be an agent's representative, Real Estate Certificate of Registration or Licence
- Having experience with using Hot-desking desk sharing software (i.e. Serra View)

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 has recently been released. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au