

Eastern Health



POSITION DESCRIPTION

Position Title:	Minor Works Manager – Capital Projects
Award Classification:	Grade 4
Award / Agreement Name:	Victorian Public Health Sector (Health and Allied Services, Managers & Administrative Officers) Multiple Enterprise Agreement 2021-2025
Position Reports to:	Manager Capital Projects
Details:	Permanent/ongoing position Based at Box Hill Hospital or other Eastern Health site as agreed, site visits to various Eastern Health sites as required. Hybrid working option available. 40 hours per week with accrued 1 x RDO per month Part time (pro-rata of 38 hours) option available

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

Reporting to the Manager Capital Projects, the Minor Works Manager will undertake delivery of minor Infrastructure projects across Eastern Health's campuses. This role ensures projects are delivered on time, within budget, and in compliance with all regulatory and operational requirements.

Eastern Health plans and delivers major and minor building and construction projects, which include the provision of advice, project management and coordination of capital projects within Eastern Health. Eastern Health has a strong link with the Department of Health (DH) and Victorian Health Building Authority (VHBA) in planning and delivering major projects as well as working within Eastern Health resources to plan and deliver minor projects. All Eastern Health Capital Planning and Works activities are undertaken in accordance with relevant legislation, Australian Standards and this policy's associated standards and guidelines.

Working closely with the Lead Maintenance Managers, the role of the Minor Works Manager is to manage the minor works team overseeing scope, obtaining quotes for minor works, assisting with larger maintenance works and safety initiatives and supervise the works to completion within existing Eastern Health Documented Policies, Practices, Standards, Guidelines and operating procedures. This position has a strong focus on safety.

Minor works includes projects such as,

- Minor building alterations, refurbishments and fit outs in healthcare environments
- Engineering replacement projects such as generators and steam boilers
- Follow up actions from safety audits
- Works associated with the roll-out of new technologies
- Floor covering replacement
- Asbestos removal
- Supervision of contractor safety e.g. SWMS, risk assessment etc., witness testing of installations

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Predominately, this role is accountable for the management of all Minor Works that occur at all site across Eastern Health. This includes but is not limited to:

a. Management of Minor Works

- Meeting with key stake holders and scope the works in line with Eastern Health and State Government (Health Share Victoria/Buying for Victoria) procurement standards.
- Reporting status of all minor works projects occurring at infrastructure director and site managers
- Prepare scope of works as required and participate in tender evaluation.
- Costing projects for budget purposes
- Prepare Memos and project costings to seek approval from Eastern Health governance or funding committees with support from Manager Capital Projects
- Manage the minor works team ensuring Eastern Health's policies and procedures are adhered to
- Oversee all minor works projects to ensure they are completed timely and efficiently
- Ensuring project information including O&M manuals, drawings and files are archived appropriately
- Management of contractor safety compliance
- Obtain building permits for minor works and ensure that all mandatory inspections are completed.
- Review works and identify high risk construction work.
- Ensure minor works approval by relevant stakeholders including Infection Prevention & Control and Occupational Health & Safety
- Where required work with building professionals including, architects and engineers
- Ensure audits of contractor Safe Work Method Statements and risk assessments are conducted.
- Co-ordinate trades, contractors, cleaners and other stake holders to complete the works.
- Keep all stakeholders informed of the status of quotes and works, including Site Directors and Infrastructure Services Site Managers.

- Liaise with Infrastructure Services Staff regarding service isolations, coordination of RISC (Request to Interfere with Services or Safety Conditions) forms for appropriate approvals
- Ensure contractor complies with Eastern Health guidelines and work instructions.
- Witness test building functions, e.g. duress, fire testing
- Perform final inspections and approve invoices for payments.
- Conduct Building Condition Audits.

b. Contractor Safety Compliance

- Organise and conduct contractor Inductions where required.
- Conduct or ensure that spot safety checks are carried out.
- Ensuring contractors execute their obligations when conducting high risk construction work
- Review and audit contractors performing works at Eastern Health to ensure compliance with documented Safe Work Method Statements and other agreed procedures.
- Issue appropriate work permits and perform isolations as required for Building Services in consultation with the appropriate Infrastructure Services lead maintenance managers or site supervisors.
- Compile and maintain all required contractors' information including induction, insurances, etc.

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 Compensations (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 centred 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

Position Title:	Minor Works Manager – Capital Projects
Award Classification:	Grade 4
Award / Agreement Name:	Victorian Public Health Sector (Health and Allied Services, Managers & Administrative Officers) Multiple Enterprise Agreement 2021-2025
Position Reports to:	Manager Capital Projects

Essential Qualifications and Experience:

- Trade qualification, or bachelor degree in Engineering or Construction or similar
- Experience in managing projects within healthcare, aged care, or similar including refurbishments in live operational environments with minimal disruption
- Ability to engage and manage multiple stakeholders in complex environments, with strong interpersonal skills (both written and verbal).
- Knowledge of building codes, regulations, and occupational health and safety standards.

Desirable Key Skills and Attributes:

- Line management experience, including undertaking performance reviews and development of staff through formal and informal training
- Familiarity with Victorian Public Construction Framework and experience with project delivery under contracts such as the Victorian Medium Works Contract and consultant engagement agreements.
- Skilled in managing procurement, tenders, and contract administration in accordance with Buying for Victoria guidelines and/or Health Share Victoria requirements.
- Strong analytical and problem-solving skills, with the ability to make informed decisions under pressure.
- Excellent interpersonal skills, fostering collaboration and trust among diverse stakeholder groups.
- Commitment to quality, sustainability, and continuous improvement.

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. 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