

POSITION DESCRIPTION

Position Title:	Redevelopment FFE Manager
Campus:	Ballarat
Directorate:	Redevelopment & Infrastructure
Department:	Redevelopment
Reporting to:	Project Director – Ballarat Base Hospital Redevelopment Project
Direct Reports:	FFE Support Officer(s)

Appointment Terms/Conditions

Classification and Code:	Admin Grade 6 (HS6) or equivalent nursing grade.
Enterprise Agreement:	Victorian Public Health Sector (Health & Allied Services, Managers and Administrative Workers) Enterprise Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration <i>We are stronger together.</i>	Compassion <i>We show that we care.</i>	Accountability <i>We do what we say and say what we do.</i>	Respect <i>We appreciate and value all people.</i>	Innovation <i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

The \$655 million Ballarat Base Hospital Redevelopment - Ballarat's biggest infrastructure project - is underway.

The redevelopment will deliver a new multi-level tower and main entrance off Sturt Street, a new emergency department with an integrated mental health, alcohol and other drugs hub, a new helipad, a new women and children's hub and an extra 100 inpatient and short stay beds.

Once completed, the upgraded hospital will have the capacity to treat at least 18,000 more emergency patients and an extra 14,500 inpatients per year.

Construction of the final stage is underway, which includes the new hospital tower. The redevelopment is on track for completion in 2027.

KEY ACCOUNTABILITIES

The "Redevelopment FFE Manager" will oversee the specification, procurement, shop drawing, logistics and commissioning process for equipment. This position supports the activities undertaken by the builder and oversee those by the FFE Consultant. Tasks will include:

- Procurement: Oversee the procurement of equipment, participate in tender evaluations, review quotations, comply with procurement policy, oversee contract execution.
- Program: In conjunction with the FFE Consultant, develop and execute a schedule for equipment procurement, delivery, commissioning and handover.
- Compliance and safety: Coordinate the commissioning and witness testing process.
- Stakeholder engagement: Collaborate with hospital staff, consultants and the builder.
- Logistics: Oversee the receipt, unpacking, cleaning, testing, asset management and location of equipment. Coordinate staff supporting these activities.
- Education: In conjunction with the operational commissioning team, oversee the delivery of staff training for equipment.
- Records: Administer the review and acceptance of warranties, manuals, as built drawings.
- Transfer: In conjunction with clinical management, develop a transfer strategy for equipment which ensures operational continuity of hospital services.
- Reporting: Provide regularly reporting on progress and risk to governance forums.

The FFE Consultant is responsible for developing equipment specifications, procurement of any tender packages, and management of delivery and receipting logistics.

KEY SELECTION CRITERIA

Qualifications and Experience

- Qualifications in a clinical health profession and/or project management preferred.
- Demonstrated experience as a Project, Biomedical, FFE Manager or Clinical Product Manager / Advisor with a sound understanding of current models of health care.
- Experience in the management of procuring, delivering and commissioning FFE and/or clinical products in relation to their safe and effective selection and use in a health facility.
- Exposure to project management within a healthcare facility.

Technical/Professional Knowledge and Skills

- Ability to read architectural and services documentation (plans).
- Ability to undertake research related to FFE / clinical products where required.
- Excellent interpersonal skills, including an ability to acquire information and influence others with diplomacy and discretion. This includes excellent presentation skills.
- Ability to work as a member of a project team, manage a team, as well as the ability to work in a self-directed manner, take initiative, and work independently.
- Outstanding organisational skills including the ability to manage and prioritise multiple concurrent tasks, meet tight deadlines and to work in an independent, flexible manner.
- Strong computer skills including the ability to confidently use the Microsoft suite of products.
- Outstanding written and oral communication skills.
- Ability to identify key issues and relationships relevant to achieving a long-range goal.
- Can establish a course of action for self and others to ensure work is completed efficiently.
- Strong problem solving skills with proven analytical skills.
- Capability to research and seek opportunities for different and innovative approaches to addressing problems and improve outcomes and inspire others to support change.

Work Environment

- The primary work environment will be at, or near, the Ballarat Base Hospital.
- Most work activities will be undertaken within the Ballarat Base Hospital precinct.

Personal Attributes

- A high level of personal integrity.
- Passion for ensuring best outcomes in patient care.
- Support a workplace culture that is consistent with GH's organisational values.
- Initiating Action: Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive.
- Adaptability: Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.
- Work Standards: Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.
- Stress Tolerance: Maintaining stable performance under pressure or opposition (such as time pressure or job ambiguity); handling stress in a manner that is acceptable to others and to the organisation. Interpersonal Skills

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.

- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- 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.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.