

Position Title: Gardener (Advanced or Trade or Non-Trade)

Campus: Horsham and Dimboola

Directorate: Redevelopment and Infrastructure

Department: Engineering services

Reporting to: Engineering Services Manager

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: Gardener (Advanced or Trade or Non-Trade)

Enterprise Agreement: Victorian Public Health Sector -Health and Allied Services, Managers and Administrative Officers Single 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	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<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 Gardener (Advanced or Trade or Non-Trade) is to assist the Gardening Supervisor to provide a quality, cost effective maintenance function to the Department's clients This involves the maintenance of various systems and equipment and occasional installations and alterations.

KEY ACCOUNTABILITIES

- Maintenance of gardens, lawns, fence lines, footpaths and gutters of Health Service owned properties.
- Materials – taking off lists of materials for work and maintain stores stock levels.
- Carry out all relevant gardening duties as directed.
- Maintain good personal working relationships. Demonstrates initiative and concern for planning and time utilisation. Maintain a professional appearance and demeanour. All measured by the Gardening Supervisor.
- Consistently seek information or ask for assistance from appropriate personnel when necessary.
- Demonstrate flexibility in changing work hours for special requirements.
- Must carry out work duties in a safe manner by adhering to GH Occupational Health and Safety Policies, Regulations and agreed safe work procedures, and report immediately any potential hazards and/or incident occurring in the workplace.
- Adhere to infection control policies and procedures as identified in the Grampians Health Infection Control Manuals.
- In addition to the duties listed, the incumbent is required from time to time to perform other duties assigned by the Supervisor and Senior Maintenance Officer; Engineering Services Department.
- Safe operation of powered tools.
- Other duties as directed
- Chemical Awareness and Handling
- Experience in the Operation and Maintenance of mechanical items of plant and equipment, such as:
 - Zero turn mowers.
 - Push Mowers
 - Brush cutters
 - Chain saws.
 - Whipper snippers
 - Hedge trimmers
 - Lawn edger's
 - Blower vacs
- Ensuring all work is done safely with due regard to the safety of residents, patients, other personnel and themselves. Report any potentially unsafe incident or situation to the Supervisor.
- In all aspects of the work, the needs of the customer who requested the work to be done are paramount. In this context the customer may be a resident, patient a staff member or a member of the public.
- Communicate clearly and concisely, both verbally and written as required by the job.
- Work cooperatively with other members of the organization, including working flexibly across trade disciplines to meet the needs of the department.
- Must carry out work duties in a safe manner by adhering to GH Occupational Health and Safety Policies, Regulations and agreed safe work procedures, and report immediately any potential hazards and/or incident occurring in the workplace
- Compliance with all GH Policies and Procedures.
- Adherence to infection control policies and procedures

- Participation in the GH integrated risk management and quality improvement 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 colleagues.
- 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.
- At GH, 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 GH employees.
- GH is committed to a patient/client centred approach in the provision of health care and services, consistent with the GH values, mission and vision. It is expected that you demonstrate the core values of patient centred care in every interaction with patients, carers and colleagues.

KEY SELECTION CRITERIA

Essential:

- Must have experience in maintenance of Grounds and Gardens.
- Must have an unrestricted/unconditional drivers licence.
- Ability to work unsupervised, and at a high level.
- Demonstrate high level of initiative.
- Able to demonstrate the flexibility to adjust to changing work commitments.

Desirable:

- Horticultural qualifications
- Experience in sprinkler systems.
- Chemical Licence
- Chain Saw licence
- OH&S training

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 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.