

Position Title: Engineering Administrator

Campus: Horsham

Directorate: Redevelopment and Infrastructure

Department: Engineering Services

Reporting to: Engineering Services Manager

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: Admin Officer Grade 1 – 2 (HS1 – 2)

Enterprise Agreement: Victorian Public Health Sector (Health and Allied Services, Managers & Administrative Workers) Single Interest 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 primary purpose of this position is to ensure the effective day to day running of the engineering office. The Engineering Office Administrator will perform day-to-day administrative duties, including but not limited to, telephone and departmental enquiries, records management, data entry and collection and ensuring effective and efficient service delivery across the numerous departments within Grampians Health.

This position requires a strong focus on customer service skills including a pleasant welcoming manner and the ability to relate appropriately to a broad range of people including consumers, contractors, medical staff and other service providers.

KEY ACCOUNTABILITIES

1. Assist with the day to day running of the Engineering Office, ensuring the efficient and effective provision of engineering administration duties and service delivery.
2. Ensure all required records, data collection and storage are maintained accurately and assist with reporting as required.
3. Review works requisitions ensuring they are approved in line with the established departmental guidelines and accurately enter all details into the Pulse 'Work Order' module.
4. Assist to review and appropriately distribute work orders to allocated trades.
5. Assist with the coordination of planned maintenance activities and ensure the correct documentation is obtained and reflected in the system where required.
6. Assist with the financial system as needed, reconcile purchase orders, delivery dockets and invoices, allocate cost centres and enter invoices, approved for payment, into the cost control / accounting system
7. Receive bookings for Fleet Vehicles and roster the use of these vehicles according to established priorities
8. Assist the Administrative Assistants and work collaboratively with all stakeholders to ensure that the performance objectives of the Engineering office administration are met.
9. Review on-site contractor induction and screening requirements and follow up outstanding requirements
10. Provide training on Engineering Department processes to casual administrative staff as required.
11. Assist with meeting agendas, scheduling and minute taking.
12. Assist with ensuring adequate stationary, stores, and other supplies are available, within agreed stock levels at all times.
13. Work in a flexible manner and perform additional duties as requested, within skill level.

KEY SELECTION CRITERIA

Essential:

- Previous experience in an Administration role
- High level of competency using Microsoft Office, particularly Excel and ability to learn new software quickly
- Ability to work unsupervised in a busy office environment and maintain good customer focus.
- Ability to prioritise tasks and meet deadlines as required
- Strong interpersonal, customer service and communication skills
- Ability to work as part of a team and with flexibility in an environment of change

Desirable:

- Business Administration qualification or similar
- Previous experience operating in a busy facility management department or similar
- Experience with the time & attendance system, purchasing software & facility/asset management programs

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.
- 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.