



Durri Aboriginal Corporation Medical Service

Servicing the Macleay and Nambucca Valleys

ABN 52 730 046 875 ICN 27

With Compliments

Position Application Package

Position Name: Maintenance Officer - Part-Time

Position No (If applicable): Not Applicable

Contact Name: Kayla Bennett

Telephone: (02) 65602313



Durri Aboriginal Corporation Medical Service
15-19 York Lane
KEMPSEY NSW 2440
T: (02) 6560 2300
F: (02) 6562 7069



Darrimba Maarra Health Outpost
PO Box 131
13/42 Bowra St
Nambucca Heads NSW 2448
T: (02) 6598 6800
F: (02) 6598 6833

All written communications to be addressed to CEO:
PO Box 136
Kempsey NSW 2440

General Conditions of Employment

Position:	Maintenance Officer - Part-Time
Position No (If applicable):	N/A
Award:	ACCHS 2010
Classification:	Caretaker
Salary:	\$27,622 per annum
Award entitlements:	Uniform Allowance
Identified positions:	Pursuant to Section 14 of the Anti-Discrimination Act 1977 (NSW) Australian Aboriginality is a genuine occupational qualification for this position. Must provide Proof of Aboriginality from Local Land Council or Elders.
Benefits:	9.5% superannuation; salary sacrifice; training and development; employee assistance program; uniform supplied by employer.
Employment clearances:	Selection criteria - see page 10.
Application:	Email to: hr@durri.org.au
Or post marked confidential to:	Application Human Resources Durri Aboriginal Corporation Medical Service PO Box 136 KEMPSEY NSW 2440
Closing Date:	Thursday 04 April 2019 at 5.00 pm

Information for Applicants

Thank-you for enquiring about a position advertised by Durri Aboriginal Corporation Medical Service. Durri is an equal opportunity employer and applies merit based selection techniques.

For nearly 40 years, Durri Aboriginal Corporation Medical Service has provided essential and culturally appropriate health care to Aboriginal people located in Kempsey, Nambucca Heads and its surrounding communities.

The following links showcase the regions around the organisation:

<http://macleayvalleycoast.com.au/>

<http://www.nambuccatourism.com.au/>

Please read the following information carefully, as it will help you to understand the selection process and to prepare your application.

Selection is based on the assessment of each applicant in relation to the requirements of the job identified in the Position Description for the advertised vacancy as well as being a team player with developed interpersonal skills and having the ability to work in an open, friendly and professional environment.

The selection criteria consists of skills, knowledge and abilities required to successfully undertake the position as detailed in the position description.

The first stage of the selection process is based on your written application. The applicants who Durri considers best demonstrate their capacity to meet the criteria will be short-listed for interview.

Your application represents you, therefore it is vital that it is well organised and provides all the required information. The following is a guide to assist you in preparing your application. The application should consist of five parts:

1. Completed position application form - see page 5.

2. Covering letter

A covering letter not exceeding one page is required.

3. Resume

Your resume should provide details on your education qualifications, work history, special skills or qualifications, training details and referees, plus any other information which may assist your claim for the position you seek. Be clear and informative. Include names, position titles, addresses and telephone numbers of two (2) referees (current addresses and telephone contact numbers).

4. Selection criteria - see page 10.

Each statement should concisely and adequately illustrate how you meet the criteria. Try to provide evidence of your work with examples. You can also include transferable knowledge, skills or ability in areas relevant to the requirements of the job, which you have developed outside the workplace as evidence of your capability to meet the selection criteria.

Give complete and relevant information. Your application is a tool to sell your skills and abilities and is the first stage of the selection process. It should be well presented and supply as much detail as necessary to fully explain your capabilities and experience.

Do not simply state that you meet the requirements of the job. Give examples which demonstrate how you meet each criteria.

If you do not address each selection criteria your application will not be considered.

5. Supporting information

Send supporting information with your Position Application form with evidence of your qualifications that you have included on your resume; referee names with current address and telephone numbers; current police check; working with children check and confirmation of Aboriginality for identified positions.

Late Applications

Late applications will not be considered for interviews.

Interview

Should you be invited to attend an interview, it is important that you plan and prepare adequately. In some instances, telephone interviews can be arranged depending on circumstances.

The interview provides us the opportunity to confirm your qualification, knowledge, experience and personal qualities against the needs of the position. It also provides you the opportunity to find out more about the position.

All interviews are conducted by a Selection Panel. The Selection Panel will ask you a number of questions to determine how well you meet the requirements of the job.

Bring any documents or examples of your work that you consider may assist with your application.

You will be notified of the results of your application.

Reference Check

Reference checks are used to supplement the final decision and may be conducted prior to, or after the interview.

Referees may be asked to provide information on your past employment and work performance, relevant to the requirements of the job.

Should you have any objection to this action, your concerns should be raised with the Selection Panel so that alternative arrangements can be made.

Position Description

Position Title: Maintenance Officer	Business Unit: Corporate Services									
Reports To: Chief Operations Officer	Direct Reports: Operations Coordinator									
Primary Objective:										
<p>This supports Corporate Services to ensure that the Health Services grounds, buildings, plant and equipment are well maintained, well presented, physically secure, compliant with all appropriate regulations and provide a safe environment for staff, client, contractors and visitors to the Service.</p> <ol style="list-style-type: none"> i. Assist in the day to day co-ordination of the organisation's assets, facilities and motor vehicles to ensure that assets are utilised appropriately and maintained to a set standard; ii. Monitor the motor vehicle fleet regularly to ensure registrations are current and servicing schedules are adhered to; iii. Assist in the maintenance and operation of facilities in compliance with legislation requirement; and iv. Inspect the organisation's buildings and surrounds regularly to identify and remedy maintenance, safety and security issues. 										
Position Dimension & Decision Making Authority:		Key Communication Contacts:								
<p>Without referral to manager –</p> <ul style="list-style-type: none"> • Routine enquiries from internal and external clients and the community <p>After Consultation with manager or others –</p> <ul style="list-style-type: none"> • Complex enquiries from internal and external clients and the community • Actions outside policies and procedures <p>Referred to managers or others –</p> <ul style="list-style-type: none"> • Operational and capital expenditure 		<table border="1"> <thead> <tr> <th>Contacts</th> <th>Purpose/Frequency of Contact</th> </tr> </thead> <tbody> <tr> <td>Operations Coordinator</td> <td>Daily – Direction and achievement of accountabilities</td> </tr> <tr> <td>Clients and Community</td> <td>Daily – Assist with transport when required and assisting with general enquiries</td> </tr> <tr> <td>All staff</td> <td>As needed – Providing help and advice on general enquiries</td> </tr> </tbody> </table>	Contacts	Purpose/Frequency of Contact	Operations Coordinator	Daily – Direction and achievement of accountabilities	Clients and Community	Daily – Assist with transport when required and assisting with general enquiries	All staff	As needed – Providing help and advice on general enquiries
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Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Maintenance across sites	<ul style="list-style-type: none"> • Ensure that all maintenance requests, including general maintenance, repairs are responded to in a timely manner and in order of priority, e.g. joinery, carpentry, repairing/moving furniture & equipment, doors, locks, curtains/blinds, vehicles, plant. • Assist the Operations Coordinator in the maintenance of all facilities, vehicles and assets to ensure that issues are resolved promptly and in line with organisational policies and procedures and legislative requirements. • Obtain quotes from supplier/contractors and liaise with trade's persons to ensure that contractor work is scheduled and satisfactorily performed by the appropriate professionals. • Coordinate and manage requests for building issues such as heating, lighting, signage, and security. • Unlock gates and raise and lower flags daily, maintain grounds and garden areas, e.g. empty bins, remove litter, clear external drains, • Assist with the coordination of all scheduled works e.g. tag and test of equipment; emergency lighting, alarms, IT, etc. • Assist with incoming deliveries, coordinate removal of surplus equipment, furniture, other • Monitor and test duress alarms, illuminated fire exit signs and internal/external lighting. • Ensure appropriate registration and maintenance of all vehicles, equipment and machinery. • Maintain records of hazardous and non-hazardous chemicals for worksite and ensure safe use and storage. • Conduct inspections of the workplace/s to help discover unsafe or unsatisfactory conditions and practices, and ensure the observance of workplace health and safety standards. • Assist with the running of events as required, particularly with setup and pack-down of equipment as directed by the Operations Coordinator or Chief Operations Officer. 	<ul style="list-style-type: none"> • Buildings and grounds are well maintained • Employee feedback • Compliance registers • Contractor feedback • Maintenance log • Equipment well maintained

<p>2. Transport (Fleet) Services across sites</p>	<ul style="list-style-type: none"> • Ensure all motor vehicles have current registration and are serviced as per the service schedules • Monitor the motor vehicle fleet utilising the "Motor Vehicle Maintenance Sheet" • Ensure fleet vehicles are maintained in a clean and tidy manner at all times • Monitor and report on log book usage • Assist with motor vehicle fleet upgrades by sourcing quotes 	<ul style="list-style-type: none"> • Motor vehicle fleet maintained to required standards • Regular reports conducted and recorded • Log books • Staff & client feedback
<p>3. Team work and Collaboration</p>	<ul style="list-style-type: none"> • Effectively collaborate with Corporate Services Team members to ensure that the maintenance function is operating effectively and efficiently, while maintaining a harmonious team environment. • Participate in professional development including self-directed learning and mandatory training. • Ensure all communication is completed in a professional and polite manner. 	<ul style="list-style-type: none"> • Feedback from colleagues
<p>4. Compliance</p>	<ul style="list-style-type: none"> • Comply with all relevant legislation and regulatory standards. • Report all known or observed hazards to health and safety representative/s • Ensure workshop is compliant with WHS regulations • Conduct site safety inductions for all contractors to the facility/s • Where required ensure Safe Work Method Statements are received from contractors prior to work, e.g. roof top maintenance carried out on solar system, air-conditioners, cleaning second story windows, etc. • Demonstrate knowledge of work health & safety, fire and emergency evacuation procedures, equal employment opportunity and organisational policies and procedures. • Ensure log books are compiled as required 	<ul style="list-style-type: none"> • Risk aversion
<p>5. Reporting</p>	<ul style="list-style-type: none"> • Provide statistical and management reports to meet organisational and statutory requirements including analysis, reporting of results and supporting recommendations. 	<ul style="list-style-type: none"> • Accuracy and timeliness of qualitative reports • Accuracy and timeliness of statistical reports
<p>6. Policy and Procedures</p>	<ul style="list-style-type: none"> • Comply with organisational policies and procedures • Ensure compliance with relevant WHS legislation and that any issues are identified and actioned in line with the policy. • Attend all mandatory training requirements and participate in staff performance reviews, including updated First Aid Certificate and participation in staff immunisation program 	<ul style="list-style-type: none"> • Provide consistent and high standards of compliance with policies and best practice

	<ul style="list-style-type: none"> Compliance with and understanding of WHS and EEO Legislation 	
Key Challenges:	Person Specification:	
<ul style="list-style-type: none"> Maintain the cleanliness of the Grounds and Building Ensure assets are maintained Assist to maintain the motor vehicle fleet Working across multiple sites from time to time 	Qualifications & Experience – <ul style="list-style-type: none"> Three (3) years' experience in building maintenance Demonstrated experience in planning and organising with limited supervision Experience identifying WHS hazards in a workplace environment Well developed analytical skills with the ability to identify problems and recommend solutions Ability to build relationships with all levels of the organisation and the community Sound interpersonal and communication skills Ability to maintain confidentiality and to exercise tact, initiative and sound judgment Demonstrated ability to prioritise and work flexibly within tight time schedules and in accordance with variable workload demands Ability to hold all relevant security clearances including the National Police Check and Working with Children clearances Current valid driver's license, minimum of Class "C" or equivalent Current First Aid Certificate, or ability to obtain Desirable <ul style="list-style-type: none"> Current valid medium rigid driver's license Trade building certificates Computer literacy, word processing and excel spreadsheet experience 	

Selection Criteria

- Three (3) years' experience in building maintenance
- Demonstrated experience in planning and organising with limited supervision
- Experience identifying WHS hazards in a workplace environment
- Well developed analytical skills with the ability to identify problems and recommend solutions
- Ability to build relationships with all levels of the organisation and the community
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- Demonstrated ability to prioritise and work flexibly within tight time schedules and in accordance with variable workload demands
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- Current valid driver's license, minimum of Class "C" or equivalent
- Current First Aid Certificate, or ability to obtain

Desirable

- Current valid medium rigid driver's license
- Trade building certificates
- Computer literacy, word processing and excel spreadsheet experience