



Health
South Eastern Sydney
Local Health District

**Restructure Consultation Paper
SESLHD Corporate Services Structure
(excludes Facilities Management and
Security Services)**

April 2021

Comments or feedback on this proposal can be submitted in writing to Anne Milne, Director, Corporate and Legal Services, via email to:

SESLHD-Mail@health.nsw.gov.au

By 13 May 2021

Version Control

Version Number	Date (DD/MM/YYYY)	Details of Changes	Author (Name and Position Title)
1.1	20/12/2020	First draft	Vanessa Madunic Corporate Services Project Support
1.2	08/04/2021	Second draft	Vanessa Madunic Corporate Services Project Support
1.3	20/04/2021	Third draft	Vanessa Madunic Corporate Services Project Support

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Table of Contents

Version Control	2
1. Overview of SESLHD Corporate Support Services Structure	4
1.1 Background	4
1.2 Current Organisation Structure	5
1.2.1 Current Organisation Chart (Corporate Services)	6
1.3 Case for Change	6
2. Proposed SESLHD Corporate Services Structure	7
2.1 Proposed Organisation Structure	7
3. Proposed Changes to Positions	9
3.1 Positions for Deletion	9
3.2 Positions with changes to reporting lines	10
3.3 New Positions	12
3.4 The recruitment and matching process	13
4. Consultation	13
5. Restructure Timeframe	13
6. Attachments	14
7. Endorsement	14

1. Overview of SESLHD Corporate Support Services Structure

1.1 Background

In July 2020, SESLHD commenced the reshaping of corporate services following the implementation of the new Executive structure. This new Executive structure created a platform for the SESLHD to rethink how it delivers clinical and corporate services within a complex healthcare system.

The **first phase** of reshaping corporate services and functions, *Restructure Consultation Paper – SESLHD Corporate Services Structure, September 2020*, involved identifying and realigning corporate service positions and activities. This restructure focused on creating better alignment between and improved clarity of Executive roles and facility and site resources. This resulted in the corporate service managers/directors and associated functions within the facilities and directorates being repointed/redirected to the Director Corporate and Legal Services to improve co-ordination and delivery of services by ensuring a single point of contact and accountability for SESLHD Corporate Services. This repointing of positions and activities is complete.

In order to further embed and operationalise corporate service activities under the Corporate and Legal Services Directorate, a **second phase** of reshaping was undertaken with the establishment of the Head, Facilities Management and Head, Security Services positions. This second phase reiterated our fundamental commitment to the transitioning of corporate services delivery from a facility centric model to a SESLHD-wide model. This change will enable the streamlining of layers of management for greater efficiency with a broadening scope of reach, greater equity and access to corporate support and greater accountability for corporate services delivery. Each facility and service will have the backing of a broader, more powerful network of support and greater scope to achieve the best outcomes for patients, staff and the community. This second phase is complete with recruitment to positions underway.

The **third phase** or final component of the reshaping of corporate services to reorientate facility based services to a SESLHD service will encompass the remaining service delivery areas and functions identified in the initial restructure consultation paper. This third phase will again bring streamlining and standardisation of service delivery and management to ensure the best outcomes for all services, particularly clinical services, across the LHD.

The services/functions, which are broken up between staffed service delivery areas and functions/activities, are as follows:

Staffed service delivery areas:

- Cleaning services
- Portering services
- Wards persons
- Waste management
- Linen distribution
- Mail
- Goods/Logistics including dock management
- Fleet Management
- Telecommunications including switchboard and paging
- Clinical/Biomedical Engineering
- Patient Transport

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- Concessional parking

Functions/Activity areas:

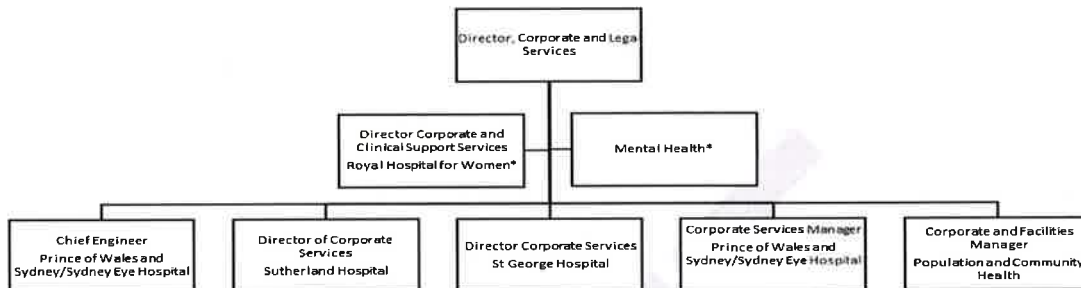
- Car parking management
- Retail management and vending machine
- Childcare management
- Other Lease management
- Contract management
- Space allocation and tenant management
- Project management for minor refurbishments
- Traffic management
- Wayfinding
- Local Council liaison
- Patient Entertainment
- Corporate procurement including involvement in tender process
- Implementation and monitoring of non-clinical NSW Health Policy Directives
- HealthShare liaison including food and linen distribution
- Logistics Lead in Emergency/Disaster Management
- Local change managers for capital redevelopment projects focusing on corporate services and processes

1.2 Current Organisation Structure

The current SESLHD corporate services structure following finalisation of the "*Restructure Consultation Paper, Corporate Services Structure*" in October 2020 is as follows.

Note, the Chief Engineer, POWH and S/SEH, position was relocated to the Head, Facilities Management portfolio as per the *Restructure Consultation Paper, SESLHD Facilities Management Structure and SESLHD Security Services Structure, November 2020*.

1.2.1 Current Organisation Chart (Corporate Services)



*Royal Hospital for Women (RHW) and Mental Health positions providing liaison functionality for corporate services to continue to be managed by their respective General Manager.

1.3 Case for Change

In 2019, the SESLHD revised the Executive structure which focused on creating better alignment between, and improved clarity of Executive roles and resources. Within this revised structure was the establishment of the Director, Corporate and Legal Services. The creation of this position provides a secure future for corporate services across the district by unlocking opportunities to redistribute resources to priority areas, adopting new ways of working and implementing new models of service delivery.

Furthermore, as part of the SESLHD Business Plan 2020/2021, a major priority for SESLHD is to facilitate an organisation-wide approach to service delivery where there is an identification and transition of services that can be appropriately managed across SESLHD. Transitioning of corporate services delivery from a facility centric model to a SESLHD-wide model will enable the streamlining of layers of management for greater efficiency with a broadening scope of reach and greater accountability of corporate services to support clinical services.

Following the realignment of corporate services positions to the Director, Corporate and Legal Services and establishment of the Heads of Facilities Management and Security Services there is now opportunity to further assess the corporate services functions and reorganise to provide expertise and support to sites and services whilst reducing duplication of services across sites and enhancing knowledge of niche functions. Furthermore, the centralisation of service delivery areas' management will enable an interchange of ideas and an embedding of standardised processes and practices.

When considering the current scope of corporate services it is clear there is a need for stronger co-ordination of and consistency in corporate services across SESLHD. As a result, it is imperative that each portfolio undertaken at the sites is considered in the proposed structure and these are addressed below.

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2. Proposed SESLHD Corporate Services Structure

2.1 Proposed Organisation Structure

The proposed structure considers the corporate services resources available at each site and service and how these resources can be mobilised to deliver higher quality and more reliable services across the LHD.

Concurrently, the SESLHD examined the variations in management of corporate activities and functions across sites/services and where there may be benefits to bring these services under the Corporate and Legal Services Directorate.

The proposed structure will include the following features:

New positions:

1. Establishment of a Head, Corporate Support Services
2. Establishment of three Corporate Support Services Officers
3. Establishment of a Business Manager Contracts and Leasing
4. Establishment of an Administrative Officer, Corporate Support Services

Realignment of positions and services:

1. Clinical Engineering Department - realignment of all facility based Clinical Engineering Departments to the Corporate and Legal Services Directorate. This would entail the transfer of the Randwick Campus Clinical Engineering Service to the Corporate and Legal Services Directorate as the remaining site services, St George and Sutherland Hospitals, currently fall under this Directorate. The concentration of services will support clinicians and clinical services through the advancement of safe and effective design of clinical engineering processes and practices, deployment of consistent and up to date medical technology and delivery of expertise knowledge in servicing of equipment and management of contracts and programs for all medical devices/equipment/technology. The Directors of the Clinical Engineering Departments will report to the Head, Facilities Management.
2. Fleet Services - realignment of the SESLHD Fleet Service to the Corporate and Legal Service Directorate. This District service currently resides with District Finance whilst site based services fall under the Corporate and Legal Services Directorate. The District service will be transferred to the Directorate and report to the Head, Corporate Support Services.
3. Wards persons - repositioning of St George and Sutherland Hospitals' wards persons to the Nursing Division, in line with Prince of Wales and Sydney/Sydney Eye Hospitals. Wards persons play a key role in providing support and assistance to the nursing staff and work under the direct supervision of registered nurses in delivering patient assisted care. Porters, however, will continue to be managed by the Corporate and Legal Services Directorate.

Outline of key new positions:

Head, Corporate Support Services – will be accountable for the professional and operational leadership of the following corporate service delivery areas within all sites and services across the SESLHD: cleaning services, portering, waste management, linen distribution, mail and goods, fleet services, and telecommunications. Functional responsibilities will include car parking management, childcare management, space allocation, traffic management, wayfinding, local council liaison, patient entertainment and change manager for capital redevelopment projects focusing on corporate services and processes.

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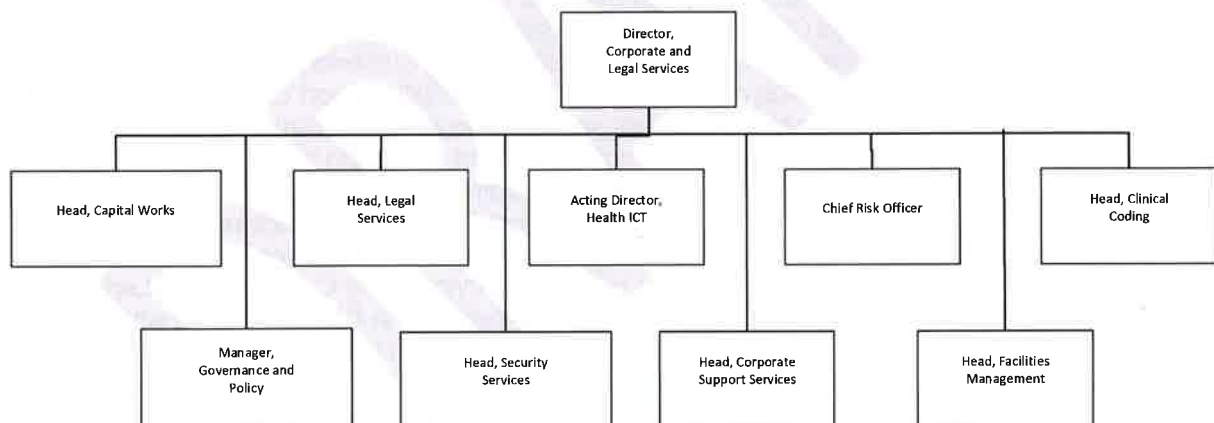
Corporate Support Services Officer - will be the lead role in the management of requests for work and resolution of risks/issues relating to the delivery of services across corporate services, facilities management and security services and will be embedded or work collaboratively with Patient Flow Units. Furthermore, the Officers will work jointly with corporate service delivery areas to facilitate the smooth running of corporate services across sites and services and ensure patient flow processes are supported and local demands are met.

The Corporate Support Services Officers will be located at the Randwick Hospitals campus, St George Hospital campus, Kogarah, and the Sutherland campus supporting all services on these sites. Services external to these sites will access the Officer that is closest geographically to their site or service. These positions will report to the Head, Corporate Support Services.

Business Manager Contracts and Leasing – will take responsibility for contracts, leasing, commercial agreements, tenders and service contracts for each site and service across the LHD that are currently being managed by the site Corporate Services Managers/Directors. This position will report to the Head, Capital Works.

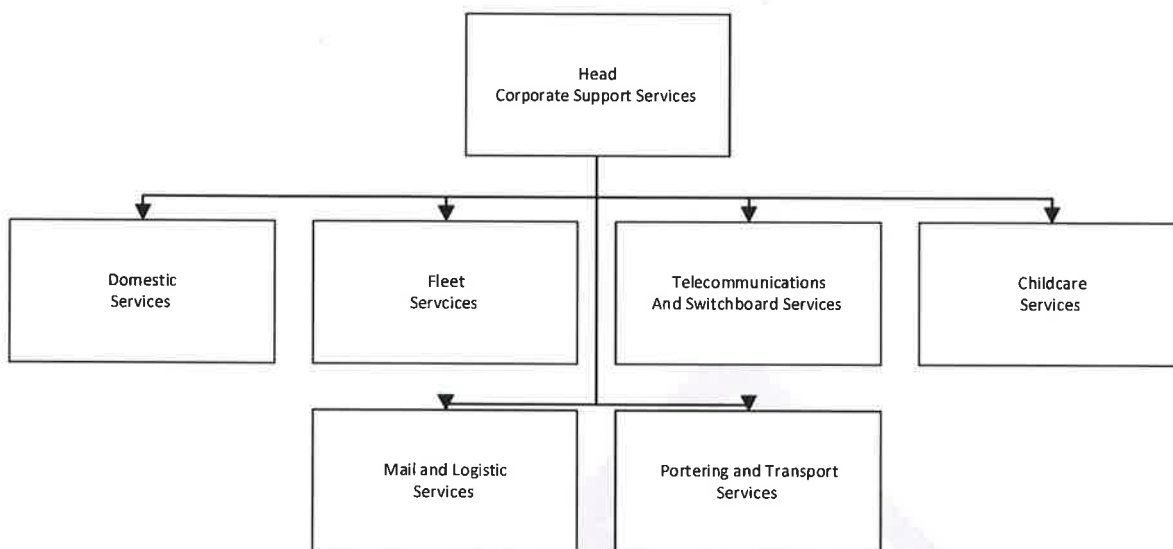
The proposed Corporate Support Structure is shown below.

Executive Tier organisation structure



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Functional organisation structure



3. Proposed Changes to Positions

3.1 Positions for Deletion

No.	Position Title	Summary of Proposed Change	Filled or Vacant	Incumbent affected
1	Director Corporate Services Health Manager Level 4 The Sutherland Hospital 1.0 FTE	Deletion of position. Transfer of responsibilities to Head, Corporate Support Services SESLHD	Vacant	No
2	Director Corporate Services Health Manager Level 4 St George Hospital 1.0 FTE	Deletion of position. Transfer of responsibilities to Head, Corporate Support Services SESLHD	Filled	Yes
3	Corporate Services Manager Health Manager Level 4 Prince of Wales Hospital 1.0 FTE	Deletion of position. Transfer of responsibilities to Head, Corporate Support Services SESLHD	Filled	Yes
4	Corporate and Facilities Manager Health Manager Level 3	Deletion of position. Transfer of responsibilities to Head, Corporate Support Services SESLHD	Filled	Yes

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No.	Position Title	Summary of Proposed Change	Filled or Vacant	Incumbent affected
	<i>Population and Community Health Directorate</i> 1.0 FTE	and Business Manager Contracts and Leases		

Associated positions for deletion

No.	Position Title	Summary of Proposed Change	Filled or Vacant	Incumbent affected
1	Corporate Services Supervisor <i>Health Manager Level 1</i> <i>The Sutherland Hospital</i> 1.0 FTE	Deletion of position.	Filled	Yes
2	Executive Assistant to Director, Corporate Services <i>Admin Officer Lvl 6</i> <i>St George Hospital</i> 1.0 FTE	Deletion of position.	Filled	Yes
3	Assistant Corporate Services Manager <i>Health Manager Level 2</i> <i>Prince of Wales Hospital</i> 1.0 FTE	Deletion of position.	Filled	Yes
4	Support Services Project Manager (temporary role) <i>Health Manager Level 1</i> <i>(paid as higher grade duties)</i> <i>St George Hospital</i> 1.0 FTE	Deletion of position	Filled	Yes

3.2 Positions with changes to reporting lines

No.	Position Title	Summary of Proposed Change	Filled or Vacant	Incumbent affected
1	Director, Clinical Engineering <i>Randwick Hospitals Campus</i> 1.0 FTE	Change in reporting line to Head, Facilities Management	Filled	Yes

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No.	Position Title	Summary of Proposed Change	Filled or Vacant	Incumbent affected
2	Director, Biomedical Engineering <i>St George and Sutherland Hospitals</i> 1.0 FTE	Change in reporting line to Head, Facilities Management	Filled	Yes
3	District Fleet Manager <i>District Finance, SESLHD</i> 1.0 FTE	Change in reporting line to Head, Corporate Support Services	Filled	Yes
4	Fleet Officer <i>Prince of Wales Hospital</i> 0.8 FTE	Change in reporting line to District Fleet Manager through to Head, Corporate Support Services	Filled	Yes
5	Domestic Services Manager <i>The Sutherland Hospital</i> 1.0 FTE	Change in reporting line to Head, Corporate Support Services	Filled	Yes
6	Domestic Services Manager <i>Prince of Wales Hospital</i> 1.0 FTE	Change in reporting line to Head, Corporate Support Services	Filled	Yes
7	Domestic Services Manager <i>Royal Hospital for Women</i> 1.0 FTE	Change in reporting line to Head, Corporate Support Services	Filled	Yes
8	Hotel Services and Stores Manager <i>Sydney/Sydney Eye Hospital</i> 1.0 FTE	Change in reporting line to Head, Corporate Support Services	Filled	Yes
9	Telecommunications Manager <i>Prince of Wales Hospital</i> 1.0 FTE	Change in reporting line to Head, Corporate Support Services	Filled	Yes
10	Telecommunications Manager <i>St George Hospital</i> 1.0 FTE	Change in reporting line to Head, Corporate Support Services	Filled	Yes
11	Communications Manager <i>Sydney/Sydney Eye Hospital</i> 1.0 FTE	Change in reporting line to Head, Corporate Support Services	Filled	Yes
12	Manager Goods and Mail Service <i>Prince of Wales Hospital</i>	Change in reporting line to Head, Corporate Support Services	Filled	Yes

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No.	Position Title	Summary of Proposed Change	Filled or Vacant	Incumbent affected
	1.0 FTE			
13	Facilities Co-ordinator St George Hospital 1.0 FTE	Change in reporting line to Head, Facilities Management	Filled	Yes
14	Director, Children's Services (Childcare) St George Hospital 1.0 FTE	Change in reporting line to Head, Corporate Support Services	Filled	Yes
15	Residential Hotel Services Manager Garrawarra Centre 1.0 FTE	Change in reporting line to Head, Corporate Support Services	Filled	Yes
16	Security Officer Garrawarra Centre 1.0 FTE	Change in reporting line to Head, Security Services	Filled	Yes

3.3 New Positions

No.	Position Title	Summary of Proposed Change
1	Head, Corporate Support Services <i>Proposed as Health Manager Level 5</i>	New position created - taking on direct reports from the General Managers and local Directors/Managers Corporate Services. Reporting to Director, Corporate and Legal Services
2	Business Manager Contracts and Leases <i>Proposed as Health Manager Level 3</i>	New position created - taking on activities involving local contract, tender and lease management from Directors/Managers Corporate Services. Reporting to Head, Capital Works.
3	Corporate Support Services Officer <i>Proposed as Health Manager Level 2</i>	Three new positions created – role will work collaboratively with Patient Flow units and act as the primary point of contact for all corporate support, facilities management and security matters. Reporting to Head, Corporate Support Services.
4	Administrative Officer, Corporate Support Services <i>Proposed as Admin Officer Level 6</i>	New position created – role to assist Corporate Support Services

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3.4 The recruitment and matching process

From the current positions listed in Section 3.1 above, 8 current staff members are affected by the changes to positions.

While final position gradings are still to be finalised, the following position matching is expected to apply in relation to the 8 affected staff

No.	Position Title	Matching Expected	Position Matched to
1	Head, Corporate Support Services	No	
2	Business Manager Contracts and Leases	Yes	Corporate and Facilities Manager, PaCH
3	Corporate Support Services Officers	Yes	Dependant on outcome of grading committee
4	Administrative Officer, Corporate Support Services	Yes	Executive Assistant to Director, Corporate Support Services

4. Consultation

Development of the Proposal

The change required to the Corporate Services structures was discussed and supported at an Executive Level and is included in the SESLHD priorities for 2020/2021.

Consultation Plan

This Restructure Consultation Paper will be released for consultation for 3 weeks. The Director, Corporate and Legal Services will consult with all members of the Corporate Services teams who are directly impacted by the proposal.

Written feedback will be collected by the Director, Corporate and Legal Services.

The Director, Corporate and Legal Services will consider all feedback from staff members. The Health Services Union (HSU) will be notified of the proposal and provided with the Restructure Consultation Paper, as well as an opportunity to comment on the proposal.

5. Restructure Timeframe

Task	Documentation/Task	Timeframes (Indicative) Week Commencing
Restructure Consultation documents completed	Restructure Consultation Paper	29 March 2021
Consultation with General Managers	Restructure Consultation Paper and draft position descriptions	6 April 2021

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Consultation period with staff and unions commences	Restructure Consultation Paper and draft position descriptions	22 April 2021
Consultation period closes	-	13 May 2021
Feedback reviewed and considered.	Restructure Consultation Paper Feedback from consultation	18 May 2021
Final consultation document incorporating any changes identified during consultation circulated	Restructure Consultation Paper (Final)	19 May 2021
Written advice issued to affected staff	Letter to advise of 'affected status'	24 May 2021
Process of direct matching of affected staff to positions in the new structure	Letter to advise of matching to position	31 May 2021
Vacant positions advertised	Through merit selection recruitment process	7 June 2021
Selection process for positions commences	Assessment of applications and interviews	25 June 2021
Written advice issued to staff appointed to positions	Letter to advise of appointments	30 June 2021
Staff not matched or appointed to positions are declared excess	Letter to advise of "excess status" and the option to choose a voluntary redundancy or seek redeployment	7 July 2021
Written advice to staff unable to be placed in positions after three months of case management to receive forced redundancy	Letter to advise of forced redundancy	11 October 2021

6. Attachments

No.	Document description	Internal Ref.
1	Position description for Head, Corporate Support Services	Appendix A
2	Position description for Business Manager Contracts and Leases	Appendix B
3	Position description for Corporate Support Services Officer	Appendix C
4	Position description for Executive Assistant, Corporate Support Services	Appendix D

7. Endorsement

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Executive Sponsor

Name	Anne Milne
Position Title	Director Corporate & Legal Services, SESLHD
Signature	
Date	20 April 2021

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Position Description



Facility/Service	South Eastern Sydney Local Health District
Department	Corporate and Legal Service
Manager	Director, Corporate and Legal Services
Position Number	To be allocated
Cost Centre	To be created

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	<i>All positions require a Job Demand Checklist to be completed</i>
Position Description Title *	Head, Corporate Support Services	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	<i>If Yes, Please list each Classification and grade below</i>
Award*	Health Managers (State) Award	
Position Classification*	Health Mgr Lvl 5	
Job Category Coding (ROB)*	Management	
Job Classification Coding (ROB)*	Operation Support	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	YES	
Does this role manage or supervise others?*	YES	
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free Text)</i>	The Head, Corporate Support Services has management/governance oversight and responsibility for the provision of corporate services delivery functions and corporate activities within facilities and services of the South Eastern Sydney Local Health District. The Service's functions include cleaning, logistics, waste management, HealthShare liaison, wayfinding, capital redevelopment liaison for corporate functions, telecommunication, fleet and childcare.

Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

Standard Key Accountabilities*	<i>(Free Text)</i>	<ul style="list-style-type: none"> Provide overall management and act as a central point of contact for all corporate services functions for sites and services including but not limited to cleaning, portering, waste management, liaison for services provided by HealthShare, telecommunications, fleet and logistics.
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		<ul style="list-style-type: none"> • Manage staff across the multiple facilities, sites and services including the conducting of performance management reviews, and professional development, to ensure optimum performance within a team environment • Develop and implement a governance structure for the management of corporate service delivery areas and corporate services functions and activities. • Lead and monitor the efficiency and effectiveness of service delivery to ensure stakeholder needs, policy, legislative and regulatory compliance requirements are met to the appropriate standards. • Establish and maintain computer databases for statutory and compliance to ensure that audits, routine inspections, maintenance of equipment, testing and certifications are undertaken and demonstrated for accreditation and compliance auditing to legislated requirements. • Provide advice to SESLHD Executives on strategic human resource and capital issues, including mitigation of project risks, innovative and sustainable practices and operational strategies to enhance operational performance and effectiveness. • Provide subject matter expert advice and guidance to support all quality and safety accreditation processes and disaster management processes within corporate services. • Provide timely high quality, concise and accurate reports and advice (oral and written) to the Director, Corporate and Legal Services and broader Executive regarding planning, priority setting and resource allocation on all corporate services functions. • Build and manage relationships with key stakeholders, including the SESLHD Executive, General Managers and Service Directors to share information, maintain knowledge of emerging corporate and quality and safety issues, and to influence the resolution of these issues. • Build and maintain a team and team structure capable of producing the outputs required to support the objectives of the role. • Manage delegated financial responsibilities through the development and maintenance of appropriate strategies and effective allocation of resources to ensure optimal health outcomes within the District's quality and safety framework. • Recruit, coach, mentor to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the service.
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Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

Challenges	<ul style="list-style-type: none"> • Integrating, consolidating and implementing a diverse range of corporate and core business support systems and services in order to support SESLHD's strategic, operational and quality and safety objectives; • Managing emerging issues whilst continuing to implement strategic directions; • Developing and maintaining effective working relationships and partnerships with a diverse range of key internal and external stakeholders to achieve their optimal contribution and engagement.
Decision Making	<ul style="list-style-type: none"> • Maintaining current knowledge and understanding of contemporary practices and developments in governance, risk management, assurance and corporate services and

	<p>practices and evaluating their potential impact and application within SESLHD to support decision making</p> <ul style="list-style-type: none"> Exercising substantial autonomy in the management of staff and other resources of the Corporate Support Service including managing the performance for others to achieve work objectives. Generating innovative and sustainable solutions to immediate and long-term issues.
Communication	<ul style="list-style-type: none"> Developing partnerships and leading high level negotiations with shared service providers to achieve the best possible outcomes and value for money for SESLHD

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

Key Internal Relationships	Who?	Director, Corporate and Legal Services
	Why?	Receive direction, escalate issues and share information
	Who?	Security Managers and respective teams
	Why?	Provide direction, lead discussions and make decisions, convene and participate in meetings, share information, supervision and advice, coordinate workload.
	Who?	Senior Managers (Facility/General Managers, Executive, clinicians)
	Why?	Provide information and advice, build productive relationships, receive enquiries, planning and progress updates, collaborative coordination.
Does this role routinely interact with external stakeholders?		YES
Key External Relationships	Who?	Key external stakeholders
	Why?	Collaborate for improved outcomes, provide and receive information, coordinate flow of instruction and service delivery
	Who?	Contractors
	Why?	Provide direction, supervision and advice, obtain subject matter expertise and coordinate service agreements and contracts.
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	10
Indirect Reports	250

Section 6 – Financial Delegation

Note either "as per delegation manual" or "other", if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	In accordance with delegations manual
Other \$	-

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check <i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. <i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing
	<i>(Free Text)</i>	

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Tertiary qualification in a relevant discipline, or equivalent knowledge and extensive experience in the delivery of corporate services.
2	Demonstrated effective leadership skills with the ability to identify the required directions for the organisation and to gain the support of staff to implement sustainable changes
3	Evidence of successful performance in the operational leadership of a large, busy and complex organisation providing corporate and support services.
4	Demonstrated high level understanding of the challenges and competing demands affecting the operation of large public hospitals, mental health services and population and community health services.
5	Demonstrated well-developed interpersonal, verbal and written communication, consultation and negotiation skills necessary to build and maintain effective collaborative relationships with a diverse range of stakeholders
6	Demonstrated conceptual, planning, analytical, problem solving skills with the ability to create high quality documents, reports and electronic records including the use of ICT systems such as databases and Microsoft Office suite
7	Demonstrated capability to drive organisational change in service practices whilst improving focus on customer service to achieve required service outcomes and the ability to motivate and work as part of a team with a commitment to delivering a quality service
8	Current drivers licence (with a willingness to travel in accordance with the demands of the position)

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	(Mandatory)	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees <i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	(Free Text)	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Capabilities for the Role

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Choose an item.
	<input type="checkbox"/>	Act with Integrity	Choose an item.
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input type="checkbox"/>	Communicate Effectively	Choose an item.
	<input type="checkbox"/>	Commitment to Customer Service	Choose an item.
	<input type="checkbox"/>	Work Collaboratively	Choose an item.
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input type="checkbox"/>	Deliver Results	Choose an item.
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input type="checkbox"/>	Think and Solve Problems	Choose an item.
	<input type="checkbox"/>	Demonstrate Accountability	Choose an item.
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Frequent
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Occasional
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Occasional
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Frequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Occasional
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Frequent
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Infrequent
Fumes – exposure to noxious or toxic fumes	Infrequent
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Infrequent
Hazardous Substances – e.g. dry chemicals, glues	Infrequent
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Occasional
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Occasional
Confined Spaces – areas where only one egress (escape route) exists	Occasional

Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Infrequent
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Word Counts

Section 1	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
	<i>Key Challenges – Communication</i>	1000 characters
Section 4	<i>Key Relationships – Who (each)</i>	200 characters
	<i>Key Relationships – Why (each)</i>	500 characters
Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters

Position Description



Facility/Service	South Eastern Sydney Local Health District
Department	Corporate and Legal Service
Manager	Head, Capital Works
Position Number	To be allocated
Cost Centre	To be created

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	<i>All positions require a Job Demand Checklist to be completed</i>
Position Description Title *	Business Manager Contracts and Leasing	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	<i>If Yes, Please list each Classification and grade below</i>
Award*	Health Managers (State) Award	
Position Classification*	Health Mgr Lvl 3 – To be confirmed by grading committee	
Job Category Coding (ROB)*	Management	
Job Classification Coding (ROB)*	Operation Support	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	YES	
Does this role manage or supervise others?*	YES	
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free Text)</i>	The Business Manager Contracts and Leasing will work to effectively and efficiently manage the contracts, leasing, commercial agreements, tenders and service contracts in line with appropriate practises and controls for the Corporate and Legal Services Directorate SESLHD. This will involve working with stakeholders from sites and services in reviewing, implementing and monitoring both the internal and external management of contracts, leases, commercial agreements, tenders and service contracts in line with NSW Health Directives and SESLHD Policy and Procedures, to further enhance service delivery across the LHD.

Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

Standard Key Accountabilities*	<i>(Free Text)</i>	Management and administration of Corporate and Legal Services Directorate contracts, e.g. tenders, contracts, request for quotations, government contracts, leases, maintenance service agreements, blanket agreements,
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		<p>quotations and exemption requests.</p> <p>Co-ordination and collaboration with SESLHD departments and others, in the development and provision of tendering services through HealthShare, and in the identification and optimisation of procurement opportunities for best practice outcomes.</p> <p>Provision of advisory, training and support services to SESLHD departments in relation to contracts and leasing procedures to ensure ongoing understanding of requirements and compliance with all local, NSW Health and whole of government contract and leasing policies and procedures.</p> <p>Continuous performance improvement of the contracts and leases through a planned and systematic approach to managing process and expenditure.</p> <p>In conjunction with relevant Corporate and Legal Service Directorate colleagues, provide expert customer focused consultancy service relative to contracts, leasing, commercial agreements, tenders and service contracts to SESLHD.</p> <p>Be proactive in maintaining an accurate and up to date electronic data base for all contracts, leasing, commercial agreements, tenders and service contracts across the Corporate and Legal Services Directorate that will increase the Directorate's capacity to be proactive in forward planning of contract and leasing activities.</p> <p>Work with stakeholders to improve expenditure efficiencies for contracts, leasing, commercial agreements, tenders and service contracts arrangements.</p> <p>Maintain adequate reporting systems and structures for the each facility and community based management team relating to contracts, leasing, commercial agreements, tenders and service contracts.</p> <p>To act as a resource for information, policy, procedures and support regarding contracts, leasing, commercial agreements, tenders and service contracts within SESLHD.</p>
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Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

Challenges	<ul style="list-style-type: none"> • Continue to develop, in consultation with customers, contracts, leasing, commercial agreements, tenders and service contracts data that will enable SESLHD to manage its expenditure with increased efficiency. • Develop new and improved approaches to contracts, leasing, commercial agreements, tenders and service contracts data collection.
Decision Making	<ul style="list-style-type: none"> • Professional judgement to determine when the involvement of the Head positions is required in respect of any particular matter • Substantial autonomy in the development, maintenance and monitoring of leases and contracts • Undertake negotiations in the timeliness of delivery of required contracts and leases
Communication	<ul style="list-style-type: none"> • Internally, regularly communication with the Head, Facilities Management Head, Security

	<p>Services and Head, Corporate Support Services along with Director, Corporate and Legal, General Managers and other key stakeholders</p> <ul style="list-style-type: none"> Externally, develop and maintain effective relationships with contractors and other services providers to ensure effective delivery of services.
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Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role’s primary objective(s).

Key Internal Relationships	Who?	Director, Corporate and Legal Services
	Why?	Receive direction, escalate issues and share information
	Who?	Corporate support services, security and facilities managers and respective teams
	Why?	Provide direction, lead discussions and make decisions, convene and participate in meetings, share information, supervision and advice, coordinate workload.
	Who?	Senior Managers (Facility/General Managers, Executive, clinicians)
	Why?	Provide information and advice, build productive relationships, receive enquiries, planning and progress updates, collaborative coordination.
Does this role routinely interact with external stakeholders?		YES
Key External Relationships	Who?	Key external stakeholders
	Why?	Collaborate for improved outcomes, provide and receive information, coordinate flow of instruction and service delivery
	Who?	Contractors
	Why?	Provide direction and advice, obtain subject matter expertise and coordinate leases, service agreements and contracts etc.
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	0
Indirect Reports	0

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	In accordance with delegations manual
Other \$	-

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form
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		<ul style="list-style-type: none"> • Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check • <i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. • <i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing
	(Free Text)	

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Demonstrated experience in managing contracting / tendering operations in a large and complex public sector organisation, including resource allocation and prioritisation of multiple competing workloads to achieve optimal outcomes.
2	Demonstrated experience and understanding of procurement planning, execution and management of complex contracts and pricing arrangements within a relevant procurement and legislative framework.
3	Demonstrated effectiveness in preparing management information, including reports, briefings, agreements, statistical data and analyses, in a concise, accurate, relevant and timely manner utilising appropriate software tools as required.
4	Demonstrated highly effective communication and interpersonal skills, including substantial experience in leading successful negotiations, inter-sectoral collaboration and clinician engagement, with the ability to exercise initiative, tact and discretion in dealing with highly sensitive and confidential matters.
5	Demonstrated experience with interpreting contracts and leases and providing advice as to terms and conditions.
6	Demonstrated high level computer skills including with the Microsoft Office Suite and proficiency in using databases such as Oracle
7	Demonstrated sound analytical and problem solving skills in relation to financial management.
8	Current drivers licence (with a willingness to travel in accordance with the demands of the position)

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	(Mandatory)	<ul style="list-style-type: none"> • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees • <i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the
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		<p>unit</p> <ul style="list-style-type: none"> • <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	(Free Text)	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

<p>Disqualification Questions</p>	<p><i>Currently Unavailable</i></p>
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Section 11 – Capabilities for the Role

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Choose an item.
	<input type="checkbox"/>	Act with Integrity	Choose an item.
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input type="checkbox"/>	Communicate Effectively	Choose an item.
	<input type="checkbox"/>	Commitment to Customer Service	Choose an item.
	<input type="checkbox"/>	Work Collaboratively	Choose an item.
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input type="checkbox"/>	Deliver Results	Choose an item.
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input type="checkbox"/>	Think and Solve Problems	Choose an item.
	<input type="checkbox"/>	Demonstrate Accountability	Choose an item.
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Frequent
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Occasional
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Occasional
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Frequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Occasional
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Frequent
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Infrequent
Fumes – exposure to noxious or toxic fumes	Infrequent
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Infrequent
Hazardous Substances – e.g. dry chemicals, glues	Infrequent
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Occasional
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Occasional
Confined Spaces – areas where only one egress (escape route) exists	Occasional
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent

Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Infrequent
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Word Counts

Section 1	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
	<i>Key Challenges – Communication</i>	1000 characters
Section 4	<i>Key Relationships – Who (each)</i>	200 characters
	<i>Key Relationships – Why (each)</i>	500 characters
Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters

Position Description



Facility/Service	South Eastern Sydney Local Health District
Department	Corporate and Legal Service
Manager	Director, Corporate and Legal Services
Position Number	To be allocated
Cost Centre	To be created

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	<i>All positions require a Job Demand Checklist to be completed</i>
Position Description Title *	Corporate Support Services Officer	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	<i>If Yes, Please list each Classification and grade below</i>
Award*	Health Managers (State) Award	
Position Classification*	Health Mgr Lvl 2	
Job Category Coding (ROB)*	Management	
Job Classification Coding (ROB)*	Operation Support	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	YES	
Does this role manage or supervise others?*	YES	
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free Text)</i>	The Corporate Support Services Officer is the contact for sites and services for all service delivery areas within corporate services, facilities management and security services. This role will work collaboratively with sites and services, in particular the Patient Flow team, to support the streamlining of corporate support service operations, resolve issues, improve communications, and generally ensure that the relationship is as beneficial as possible. This role will also provide dedicated support to facilitate the effective and efficient operation of patient flow and the wider organisation for sites and support services on corporate, facilities management and security matters across the SESLHD.

Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> • Act as chief point of contact for General Managers and other senior executives in relation to all corporate support services • Liaise with extended corporate services team/s, patient flow and site and service based staff to resolve issues, improve services and support reporting • Contribute to clinical (patient flow) and corporate service planning and delivery • Provide advice and guidance to the corporate support services team to ensure they are able to meet the clinical, quality and safety and corporate requirements of the organisation • Maintain in-depth knowledge of corporate support services including contacts to provide timely resolution of problems • Develop and maintain excellent relationships with all stakeholders including General Managers, their Executives, District Directors, Patient Flow and corporate support services team/s • Ensure effective communication and reporting, particularly to ensure District Executive Directors, General Managers and associated executive have access to relevant and timely information regarding their directorates or sites • Act as a representative for corporate support services when required • Participate in, manage and contribute to projects as required • Monitor, coordinate, and communicate the activities of the corporate services teams • Collaborate and communicate successfully with other entities outside of the business • Work with other staff members to develop a greater understanding of the business and any issues that arise • Collect, analyse, and utilise data and feedback to identify opportunities to improve the relationship between corporate services and the facilities and services • Proactively solve conflicts and address issues that could occur between the corporate service delivery areas and the facilities and services • Promptly respond to incidents and other events as necessary.
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Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

<p>Challenges</p>	<ul style="list-style-type: none"> • Manage relationships with an extensive range of partners with diverging interests, needs and opinions. • Take a leading role in supporting the alignment of operational activity to changing organisational needs. • Receive and provide high level information to enable resolution of corporate matters
<p>Decision Making</p>	<ul style="list-style-type: none"> • Exercise professional judgement to determine when the involvement of the Head positions is required in respect of any particular matter • Use substantial autonomy in the distribution of work orders to ensure delivery of defined outcomes • Undertake negotiations in the timeliness of delivery of required services • Exercise professional judgement to determine best approaches to problems and sensitive issues, identify options and recommend solutions without the need for close supervision.

Communication	<ul style="list-style-type: none"> Internally, regularly communication with the Head, Facilities Management Head, Security Services and Head, Corporate Support Services along with Director, Corporate and Legal, General Managers and other key stakeholders Externally, develop and maintain effective relationships with contractors and other services providers to ensure delivery of services.
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Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role’s primary objective(s).

Key Internal Relationships	Who?	Director, Corporate and Legal Services and Head, Corporate Support Services
	Why?	Receive direction, escalate issues and share information
	Who?	Security, facilities management and corporate service delivery areas managers and respective teams
	Why?	Provide direction, lead discussions and make decisions, convene and participate in meetings, share information, supervision and advice, coordinate workload.
	Who?	Senior Managers (Facility/General Managers, Executive, clinicians)
	Why?	Provide information and advice, build productive relationships, receive enquiries, planning and progress updates, collaborative coordination.
Does this role routinely interact with external stakeholders?		YES
Key External Relationships	Who?	Key external stakeholders
	Why?	Collaborate for improved outcomes, provide and receive information, coordinate flow of instruction and service delivery
	Who?	Contractors
	Why?	Provide direction, supervision and advise, obtain subject matter expertise and coordinate services, where required.
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	0
Indirect Reports	0

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	In accordance with delegations manual
Other \$	-

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check <i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. <i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing
	<i>(Free Text)</i>	

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Relevant tertiary qualification and/or demonstrated high-level work experience in customer service with a proven track record of delivery in a complex environment.
2	Excellent interpersonal skills and strong negotiation skills, including experience influencing internal stakeholders and third party providers to make change.
3	Advanced knowledge and practical skills in using the Microsoft Office Suite, particularly Excel and Word, and experience with using databases
4	Demonstrated strong problem solving and conflict resolution skills, including the ability to provide authoritative advice and recommendations across a large and complex organisation.
5	Highly developed written communication skills with demonstrated experience in writing for a wide range of audiences and experience with report writing, correspondence and documentation.
6	Demonstrated experience in planning and evaluation at strategic and service levels.
7	Demonstrated ability to apply strategic and creative thinking to all matters, self-motivated with a willingness to take initiative and solve complex problems.
8	Current drivers licence (with a willingness to travel in accordance with the demands of the position)

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees <i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Capabilities for the Role

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Choose an item.
	<input type="checkbox"/>	Act with Integrity	Choose an item.
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input type="checkbox"/>	Communicate Effectively	Choose an item.
	<input type="checkbox"/>	Commitment to Customer Service	Choose an item.
	<input type="checkbox"/>	Work Collaboratively	Choose an item.
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input type="checkbox"/>	Deliver Results	Choose an item.
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input type="checkbox"/>	Think and Solve Problems	Choose an item.
	<input type="checkbox"/>	Demonstrate Accountability	Choose an item.
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Frequent
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Occasional
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Occasional
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Frequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Occasional
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Frequent
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Infrequent
Fumes – exposure to noxious or toxic fumes	Infrequent
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Infrequent
Hazardous Substances – e.g. dry chemicals, glues	Infrequent
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Occasional
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Occasional
Confined Spaces – areas where only one egress (escape route) exists	Occasional

Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Infrequent
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Word Counts

Section 1	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
	<i>Key Challenges – Communication</i>	1000 characters
Section 4	<i>Key Relationships – Who (each)</i>	200 characters
	<i>Key Relationships – Why (each)</i>	500 characters
Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters

Position Description



Facility/Service	South Eastern Sydney Local Health District
Department	Corporate and Legal Services Directorate
Manager	TBA
Position Number	TBA
Cost Centre	TBA

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	<i>All positions require a Job Demand Checklist to be completed</i>
Position Description Title *	Administrative Officer, Corporate Support Services	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	<i>If Yes, Please list each Classification and grade below</i>
Award*	Health Employees Administrative Staff (State) Award	
Position Classification*	Administrative Officer Level 6	
Job Category Coding (ROB)*		
Job Classification Coding (ROB)*		
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	Choose an item.	No
Does this role manage or supervise others?*	Choose an item.	No
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. SESLHD is committed to improving the care provided to our patients in line with our vision of Working together to improve the health and wellbeing of our community.
	<i>(Free Text)</i>	The position provides a high level of Executive Assistant support duties to the Head, Corporate Support Services. The position is responsible for providing executive assistance and management support for the Corporate portfolio, including managing and generating correspondence including briefs, diary management. The position also maintains databases, policy documents, intranet information as well as staff and procurement management systems such as HealthRoster, StaffLink and Oracle.

Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

Standard Key Accountabilities*	<i>(Free Text)</i>	<ul style="list-style-type: none"> Provide a high level of administrative and clerical support services, managing work priorities and work flow within allocated resources to ensure
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		<p>delivery of efficient and effective client/patient focused services. Administrative services include but are not limited to: records management, diary management, liaison will corporate support services managers and staff, minute taking and co-ordination of meetings.</p> <ul style="list-style-type: none"> • Respond to a range of enquiries (in person and over the phone) providing information and referring enquiries in an effective and responsive manner • Liaise and maintain effective relationships with Senior Managers, line management and staff to facilitate high quality client/patient focused services • Draft accurate and concise reports, documents and correspondence, including the preparation of complex correspondence for senior officers, in accordance with SESLHD policies and procedures • Maintain the records management system and create, store, retrieve and archive files to ensure accurate and safe storage of information • Participate in the development, maintenance and review of administrative processes, systems and procedures to improve office efficiency and ensure the delivery of a quality service to internal and external customers of the Corporate Support Services Department • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees. • Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level and quality of service
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Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

Challenges	<ul style="list-style-type: none"> ▪ Maintaining current knowledge of frequently changing policies and procedures ▪ Managing competing priorities and high volumes of work, given often limited resources ▪ Attending to the wide variety of day-to-day administrative tasks resolving them on behalf of the Manager of the unit/department
Decision Making	<ul style="list-style-type: none"> ▪ Work independently under limited direction and within constraints set by senior management ▪ Escalate more complex issues outside the scope of their position description to Head, Corporate Support Services
Communication	<ul style="list-style-type: none"> ▪ Internally, the Executive Assistant is required to communicate regularly with the corporate service delivery area managers on their services, rostering of staff and other management matters. ▪ Externally, the Executive Assistant will develop and maintain effective relationships with contractors and other SESLHD officers to ensure appropriate and adequate delivery of service to all sites and services.

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

Key Internal Relationships	Who?	Line Manager/Supervisor
	Why?	To effectively carry out their duties
	Who?	Colleagues
	Why?	To effectively carry out their duties and promote positive culture
	Who?	Corporate support service delivery areas managers and staff
	Why?	To ensure effective interaction with the Heads of services
Does this role routinely interact with external stakeholders ?		YES
Key External Relationships	Who?	Clients/Patients
	Why?	To provide high end customer service and patient care
	Who?	Contractors
	Why?	To be an intermediary between the Head and other managers
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	NA
Indirect Reports	NA

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	NA
Other \$	NA

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	(Mandatory)	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check <i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.
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		<ul style="list-style-type: none"> • <i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing
	(Free Text)	

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Ability to perform a wide range of administrative tasks, while managing competing work priorities and work flow within allocated resources
2	Experience of responding to a range of customer enquiries and determining the appropriate response in a complex work environment
3	High level interpersonal, written and verbal communication skills
4	Demonstrated initiative and the ability to bring a creative approach to problem solving
5	Ability to work independently and with a demonstrated capacity for effective teamwork
6	Demonstrated commitment to providing a quality service and quality improvement initiatives in workplace practices and procedures
7	Experience in the use of Microsoft Office packages including Word, Outlook, PowerPoint and Excel.
8	Demonstrated ability to gain expertise in and use other software systems, such as HealthRoster, Content Manager, Oracle procurement systems and Stafflink.

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	(Mandatory)	<ul style="list-style-type: none"> • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees • <i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit • <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	(Free Text)	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Capabilities for the Role – Currently NOT being utilised for Admin roles in Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
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	<input type="checkbox"/>	Act with Integrity	Choose an item.
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input type="checkbox"/>	Communicate Effectively	Choose an item.
	<input type="checkbox"/>	Commitment to Customer Service	Choose an item.
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	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input type="checkbox"/>	Deliver Results	Choose an item.
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input type="checkbox"/>	Think and Solve Problems	Choose an item.
	<input type="checkbox"/>	Demonstrate Accountability	Choose an item.
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist – MUST be completed as relevant to the role

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
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Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
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Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
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Fumes – exposure to noxious or toxic fumes	Not Applicable
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Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
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