

POSITION DESCRIPTION

SNSWLHD - Courier Motor Vehicle Driver

Working in Southern NSW... People Caring for People

Our staff work in collaboration with all team members to ensure the needs of our patients and families are central to the decisions of the health care we provide.

You are committing to demonstrate the CORE values and behaviours

Collaboration, Openness, Respect and Empowerment.

Organisation	NSW Health
Local Health District / Agency	Southern NSW Local Health District
Position Classification	Motor Vehicle Driver <2950
State Award	Health Employees (State) Award
Category	Patient Support Services Patient Transport
Website	www.snswlhd.health.nsw.gov.au/

PRIMARY PURPOSE

The courier driver is responsible for supporting with the delivery of mail and parcels and transportation of staff and clients in a timely, reliable and effective manner, across a number of different facilities within the district.

COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course (2 doses) of a Therapeutic Goods Administration (TGA) approved or recognised COVID-19 vaccine (except for the Janssen COVID-19 vaccine which is approved by the TGA as a single dose primary course). New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an Australian Immunisation Register (AIR) Immunisation History Statement certifying the worker cannot have any approved COVID-19 vaccines available in NSW. A NSW Health agency may require further information about the medical contraindication (including but not limited to an Immunisation Medical Exemption form - IM011 form).

Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations.

RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

KEY ACCOUNTABILITIES

- Drive in a manner that is consistent with the NSW Road Transport Act 2013.

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- Assist with transporting mail, parcels, equipment, staff and clients between hospitals and medical centres within the Coastal Network and Southern NSW Local Health District (SNSWLHD).
- Report any motor vehicle defects and ensure the vehicle is fully maintained, cleaned and in a road worthy condition.
- Organise regular servicing of the vehicle and keep the log books up to date.
- Ensure the motor vehicle is appropriately fueled in conjunction to Use of Motor Vehicles within NSW Health policy.
- Follow the guidelines of the Motor Vehicle Custodian Manual in case of accident or fault with motor vehicle and report any accident or incident immediately to Fleet Liaison Officer.
- Consult with hospital staff when collecting and delivering mail and parcels to ensure that it is given to the correct hospital department.
- Assist with additional courier requests as reasonably directed by the Corporate Services Management Team.

KEY CHALLENGES

- Working within the timeframe of the Courier service schedule.
- Communicate effectively to deal with internal and external customer demands in a professional manner.
- Driving professionally in regard to road safety and traffic compliance with tolerance when faced with difficult circumstances e.g. weather conditions, traffic delays and behaviour of other drivers.

KEY RELATIONSHIPS

Who	Why
Corporate Services Manager; Coastal Network	For leadership and direction of daily operations
Site Directors of Nursing and Midwifery Services	For direction of services throughout the Network.
Coastal Network Facilities staff, including Community Health Centres	Establish and maintain work relationships.
Australia Post personnel	Establish and maintain work relationships.
Other Health Facilities across the District	Establish and maintain work relationships.

SELECTION CRITERIA

1. Demonstrated ability to manage time, organise workload and prioritise tasks for the collection and delivery of goods in accordance with timeframes of the Courier Service schedule.
2. Demonstrated ability to act professionally and responsibly when working without direct supervision.
3. Demonstrated ability of physical and mental stamina to safely drive long distance, manual handling of packages and travel in motor vehicle.
4. Demonstrated customer focus and commitment to providing an efficient, quality courier service.
5. Demonstrated ability of good communication skills to relay information, accurately report events and deal with people in a professional, courteous and friendly manner.
6. Demonstrated ability to perform administration tasks including completion of fleet vehicle documentation

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and item delivery and collection register.

7. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

OTHER REQUIREMENTS

- Southern NSW Local Health District is committed to providing a patient centred environment focusing on all aspects of patient safety and quality. Each employee has a responsibility to ensure the highest standard of quality care. Role and responsibilities are to be performed in a manner that is in accordance with relevant legislation, awards, state and local policies, procedures and guidelines.
- All employees contribute to a constructive workplace culture and a safe workplace by modelling the organisation's CORE values of Collaboration, Openness, Respect and Empowerment (CORE) and ensuring all workplace conduct aligns with the behaviours associated with those values and the NSW Health Code of Conduct.
- All employees participate in the performance development and review process for own professional/personal development and to identify educational and development needs.
- All employees are required to identify, assess, eliminate/control and monitor hazards and risks within the workplace, to the extent of delegated authority for the role, as per Work Health and Safety legislation.

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Job Demands for: SNSWLHD - Courier Motor Vehicle Driver

Physical Demands	
<p>Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials</p> <p>Frequent</p>	<p>Sitting - remaining in a seated position to perform tasks</p> <p>Frequent</p>
<p>Standing - remaining standing without moving about to perform tasks</p> <p>Frequent</p>	<p>Walking - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Frequent</p>
<p>Running - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Infrequent</p>	<p>Bend/Lean Forward from Waist - forward bending from the waist to perform tasks</p> <p>Frequent</p>
<p>Trunk Twisting - turning from the waist while sitting or standing to perform tasks</p> <p>Frequent</p>	<p>Kneeling - remaining in a kneeling posture to perform tasks</p> <p>Occasional</p>
<p>Squatting/Crouching - adopting a squatting or crouching posture to perform tasks</p> <p>Occasional</p>	<p>Leg/Foot Movement - use of leg and/or foot to operate machinery</p> <p>Frequent</p>

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<p>Climbing (stairs/ladders) - ascend/descend stairs, ladders, steps</p> <p>Frequent</p>	<p>Lifting/Carrying - light lifting and carrying (0 to 9 kg)</p> <p>Frequent</p>
<p>Lifting/Carrying - moderate lifting and carrying (10 to 15 kg)</p> <p>Frequent</p>	<p>Lifting/Carrying - heavy lifting and carrying (16kg and above)</p> <p>Frequent</p>
<p>Reaching - arms fully extended forward or raised above shoulder</p> <p>Frequent</p>	<p>Pushing/Pulling/Restraining - using force to hold/restrain or move objects toward or away from the body</p> <p>Frequent</p>
<p>Head/Neck Postures - holding head in a position other than neutral (facing forward)</p> <p>Occasional</p>	<p>Hand and Arm Movements - repetitive movements of hands and arms</p> <p>Infrequent</p>
<p>Grasping/Fine Manipulation - gripping, holding, clasping with fingers or hands</p> <p>Frequent</p>	<p>Work at Heights - using ladders, footstools, scaffolding, or other objects to perform work</p> <p>Infrequent</p>
<p>Driving - Operating any motor powered vehicle</p> <p>Constant</p>	

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Sensory Demands	
<p>Sight - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)</p> <p>Frequent</p>	<p>Hearing - use of hearing is an integral part of work performance (e.g. Telephone enquiries)</p> <p>Frequent</p>
<p>Smell - use of smell is an integral part of work performance (e.g. working with chemicals)</p> <p>Frequent</p>	<p>Taste - use of taste is an integral part of work performance (e.g. food preparation)</p> <p>Infrequent</p>
<p>Touch - use of touch is an integral part of work performance</p> <p>Frequent</p>	

Psychosocial Demands	
<p>Distressed People - e.g. emergency or grief situations</p> <p>Occasional</p>	<p>Aggressive and Uncooperative People - e.g. drug/alcohol, dementia, mental illness</p> <p>Occasional</p>
<p>Unpredictable People - e.g. dementia, mental illness, head injuries</p> <p>Occasional</p>	<p>Restraining - involvement in physical containment of patients/clients</p> <p>Occasional</p>
<p>Exposure to Distressing Situations - e.g.</p>	

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child abuse, viewing dead/mutilated bodies	
Occasional	

Environmental Demands	
<p>Dust - exposure to atmospheric dust</p> <p>Occasional</p>	<p>Gases - working with explosive or flammable gases requiring precautionary measures</p> <p>Occasional</p>
<p>Fumes - exposure to noxious or toxic fumes</p> <p>Occasional</p>	<p>Liquids - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE</p> <p>Occasional</p>
<p>Hazardous Substances - e.g. dry chemicals, glues</p> <p>Infrequent</p>	<p>Noise - environmental/background noise necessitates people raise their voice to be heard</p> <p>Occasional</p>
<p>Inadequate Lighting - risk of trips, falls or eyestrain</p> <p>Infrequent</p>	<p>Sunlight - risk of sunburn exists from spending more than 10 minutes per day in sunlight</p> <p>Infrequent</p>
<p>Extreme Temperatures - environmental temperatures are less than 15°C or more than 35°C</p> <p>Infrequent</p>	<p>Confined Spaces - areas where only one egress (escape route) exists</p> <p>Infrequent</p>

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<p>Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground</p> <p>Occasional</p>	<p>Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls</p> <p>Infrequent</p>
<p>Working At Heights - ladders/stepladders/scaffolding are required to perform tasks</p> <p>Infrequent</p>	<p>Biological Hazards - exposure to body fluids, bacteria, infectious diseases</p> <p>Occasional</p>