

Position Description

Working in Southern NSW Local Health District - People Caring for People

Working with our communities to foster trust and engagement in the care they need to live healthy lives. Our staff work in collaboration with other health care team members to ensure the needs of our patients and families are central to all decision making.

When you choose to work within the Southern NSW Local Health District, **you are committing to and are accountable for demonstrating the CORE values and behaviours of Collaboration, Openness, Respect and Empowerment.**

Complete this Position Description template after reading the [SNSWLHD Guide to Writing a Position Description](#). Use the Guide for assistance on each section and examples of writing styles.

Role Details

Position Title	Courier Motor Vehicle Driver
Award	Health Employees (State) Award
Position Classification	Motor Vehicle Driver <2950
Stafflink position number	If known – if multiple positions numbers, leave blank
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Vaccination Risk Category	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role <i>(Why does this role exist? 1 or 2 sentences only)</i>	The courier driver is responsible the provision of an efficient, consistent and reliable service between a number of different facilities and businesses within the district.

Key Accountabilities *(max of 8-10 key accountabilities)*

1. Drive in a manner that is consistent with the NSW Road Transport Act 2013.
2. Ensure safe transfer, including: care, security and condition of all collection and delivery items within the driver's responsibility. Work within risk management, safety, infection control and quality frameworks within the Coastal Network and Southern NSW Local Health District (SNSWLHD).
3. Maintain timetable schedule and provide information to line manager to enable adjustment of timetables and services as required.
4. Provide a customer focused approach; adhering to the expectations of excellence in frontline customer service.
5. Maintain mobile phone contact as necessary and in accordance with the telecommunications policy.
6. Report any motor vehicle defects and ensure the vehicle is fully maintained, cleaned and in a road worthy condition. liaising with Fleet Department on regular servicing of the vehicle.
7. Organise regular servicing of the vehicle and keep the log books up to date.
8. Ensure the motor vehicle is appropriately fueled in conjunction to Use of Motor Vehicles within NSW Health policy.
9. 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.
10. Consult with hospital staff when collecting and delivering mail and parcels to ensure that it is given to the correct hospital department.
11. Provide training and orientation for relief workers and undertake other driving duties as requested by Manager

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Key Challenges *(max of 3 key challenges)*

1. Working within the timeframe of the Courier service schedule.
2. Communicate effectively to deal with internal and external customer demands in a professional manner
3. 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

	<i>Who?</i>	<i>Why?</i>
Internal Relationships <i>(max of 3 internal relationships)</i>		
1	Corporate Services Manager; Coastal Network	For leadership and direction of daily operations
2	Site Directors of Nursing and Midwifery Services	For direction of services throughout the Network.
3	Coastal Network Facilities staff, including Community Health Centres	Establish and maintain work relationships
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <i>(max of 2 external stakeholders)</i> <input type="checkbox"/> No		
1	Australia Post personnel	Establish and maintain work relationships
2	Other Health Facilities across the District	Establish and maintain work relationships.

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

1. Maintain an attitude of safety and responsibility in relation to vehicle road safety and compliance with all traffic matters,
2. Operate the vehicle in a safe and courteous manner; including zero tolerance for driving whilst under the influence of alcohol or drugs.

Selection Criteria *(max of 8 selection criteria, including any Essential Requirements like AHPRA)*

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 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.

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Other Requirements

(Note this section is standard across SNSWLHD and is not to be changed or edited)

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.

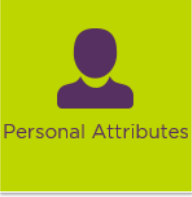



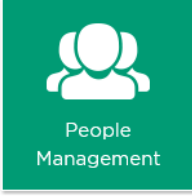

All employees contribute to a constructive workplace culture and a safe workplace by modelling the organisation's CORE values of Collaboration, Openness, Respect and Empowerment (CORE) and ensuring all workplace conduct aligns with the behaviours associated with those values and the NSW Health Code of 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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Position Description

Capability Framework			
Capability Group	Capability	Level	Focus
 <p>Personal Attributes</p>	Display Resilience and Courage		
	Act with Integrity		
	Manage Self		
	Value Diversity		
 <p>Relationships</p>	Communicate Effectively		
	Commitment to Customer Service		
	Work Collaboratively		
	Influence and Negotiate		
 <p>Results</p>	Deliver Results		
	Plan and Prioritise		
	Think and Solve Problems		
	Demonstrate Accountability		
 <p>Business Enablers</p>	Finance		
	Technology		
	Procurement and Contract Management		
	Project Management		
 <p>People Management</p>	Manage & Develop People		
	Inspire Direction and Purpose		
	Optimise Business Outcomes		
	Manage Reform and Change		
 <p>Occupation Specific</p>	Human Resources	Further discussion required	
	Finance	Further discussion required	
	Procurement	Further discussion required	
	ICT	Further discussion required	