

Change to classification Maintenance Supervisor Yass

Dear Member,

Attached is correspondence the HSU has received from Southern NSW Local Health District regarding a proposed change to the Maintenance Supervisor position at Yass.

Member feedback requested

The HSU industrial team is currently reviewing the potential impacts of the proposed restructure upon affected employees. We are now seeking feedback, views and comments from our members.

Please review the attached documentation and provide comment and feedback by 13 September 2019. You can submit it by email to brendan.edghill@hsu.asn.au with subject line *Maintenance Supervisor Yass*.

Not a member of the HSU? Now is time to join and have your say! You can join online at www.hsu.asn.au/join or call 1300 HSU NSW and join over the phone.

A union's effectiveness and negotiation power depends upon the strength and density of its membership base. Join your work colleagues today by becoming a member of the Health Services Union and help us continue to protect and improve your working life.

In unity,



Gerard Hayes
Secretary, HSU NSW/ACT/QLD

22 August 2019

Mr Gerard Hayes
Secretary, Health Services Union (HSU) NSW/ACT
Locked Bag 3
AUSTRALIA SQUARE NSW 1212

Email: gerard.hayes@hsu.asn.au
brendan.edghill@hsu.asn.au

Dear Mr Hayes

Change to classification of Maintenance Supervisor Yass Non-trade position.

I write to advise that Southern NSW Local Health District are changing the classification for the Maintenance Supervisor non-trade position at Yass to a Maintenance Supervisor trade position. The LHD requires a qualified trade position for Yass Hospital. The position is currently vacant.

Should you have any issues please contact Victoria Holland, Corporate People Partner on 02 6150 7336 or via email Victoria.holland@health.nsw.gov.au

Yours sincerely



Wendy Atkins
General Manager, Workplace Relations
Southern NSW Local Health District

POSITION DESCRIPTION

SNSWLHD - Maintenance Supervisor (Trade)

Working in Southern NSW...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.**

CLASSIFICATION	Maintenance Super (Tradesperson) Gde 2
STATE AWARD	Health Employees Engineers (State) Award
ESSENTIAL REQUIREMENTS	Current NSW Trade Certificate, preferably in electrical or mechanical environment.

PRIMARY PURPOSE	Supervises and maintains buildings, grounds, plant and equipment to ensure well-presented, safe and compliant facilities for provision of quality patient, client and consumer care.
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KEY ACCOUNTABILITIES	<ul style="list-style-type: none">• Coordinate, supervise and assist in managing staff, contractors and service providers to ensure the right people undertake the right planned, unplanned and preventative maintenance tasks at the right time to ensure compliance• Support the preparation of, and participate in, rosters and strategies to manage after hours emergency response and repairs to ensure availability of services for patient, client and consumer care• Assist to prepare, review and deliver plans, registers, reports, recommendations and electronic records; and assist with the interpretation of policy and provision of training and advice for maintenance functions to support service delivery, clearly communicate required information to a range of stakeholders and achieve compliance• Build and maintain relationships with service stakeholders including facility managers and staff, contractors and service providers to effectively share information that facilitates and improves service provision and the experience of those interacting with asset management• Supervise, undertake and assist in the delivery of maintenance, projects and project work to support the delivery of asset management objectives and ensure the cleanliness and tidiness of gardens and grounds• Participate in managing procurement and servicing for new and replacement plant, equipment, spare parts and consumables to meet operational needs
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POSITION DESCRIPTION

SNSWLHD - Maintenance Supervisor (Trade)

	<ul style="list-style-type: none"> Participate in the development and implementation of risk management practices including risk assessments and mitigation strategies to achieve safe work practices in accordance with current legislation and policy
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SELECTION CRITERIA	<ol style="list-style-type: none"> Current NSW Trade Certificate, preferably in electrical or mechanical environment. Demonstrated current experience in a similar position and/or environment. Demonstrated knowledge of general operation, performance and preventative maintenance procedures for buildings, plant and equipment. Knowledge of and ability to apply current standards and guidelines in health care settings. Demonstrated leadership and people management skills including the ability to assist trade staff and contractors and work effectively as part of a team to achieve common organisational goals. Well-developed interpersonal, verbal and written communication skills to build and maintain collaborative relationships with a diverse range of stakeholders. Demonstrated time management and problem solving skills necessary to work with limited supervision to prioritise tasks and achieve deadlines 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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KEY CHALLENGES	<ul style="list-style-type: none"> Carrying out duties in a way that minimises impact on the delivery of patient care. Maintaining effective key working relationships.
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KEY RELATIONSHIPS	WHO	WHY
	Manager	Receive direction, escalate issues and share information
	Team	Participate in meetings, share information, coordinate workload, provide leadership, provide trade expertise
	Facility Management (facility engineers, site managers)	Provide information, receive enquiries, provide subject matter and trade expertise and advice
	Contractors	Engage contractors, provide direction, supervision and advice, receive enquiries

POSITION DESCRIPTION

SNSWLHD - Maintenance Supervisor (Trade)

	Suppliers	Obtain quotations, place orders, receive deliveries
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OTHER REQUIREMENTS

- Southern NSW Local Health District is committed to providing a person centred environment focusing on all aspects of 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.
- 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.