

Job Description	Assets and Maintenance Officer
Division:	GOS
Reports to:	Practice Manager
Direct Reports:	1
Award / Agreements	Common Law Contract of Employment NES Fair Work Conditions
Approved by CEO	Endorsed by CEO (Deborah Woods) – 16/11/2017 Updated & Endorsed by CEO – 31/05/2024

1. MISSION STATEMENT

GRAMS mission is to provide high quality and progressive health care to Aboriginal people.

2. POSITION PURPOSE

The Assets and Maintenance Officer Role in conjunction with the Finance Manager is to ensure the GRAMS Assets are well maintained and comply with relevant legislation.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal, Employment Opportunity, Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Customer Focus and Confidentiality throughout the course of their duties.

3. KEY CUSTOMER AND STAKEHOLDER RELATIONSHIPS

EXTERNAL

- Liaises with a variety of government agencies, stakeholder representative groups and community groups.

INTERNAL

- Maintains close working relationships with other officers and team members of GRAMS.
- Given the range of tasks, this position has contact with most Aboriginal Community members.

4. RESPONSIBILITIES OF THIS POSITION

Key Result Area	Position Responsibilities
DUTIES	– Daily prioritising and actioning of GRAMS Assets, Building and Vehicle maintenance. – Responsible for the maintenance and upkeep of GRAMS property. – Supervise and manage GRAMS Cleaners – Deliver timely cost effective maintenance and improvement of the GRAMS property which includes buildings and structures, furniture and fittings, grounds and gardens. – Coordinates asset management and vehicle usage. – Responsible for the acquisition and disposal of vehicles. – Responsible for preparing and lodging insurance claims on all vehicles. – Responsible for preparing and lodging insurance claims on GRAMS buildings. – Ensure GRAMS vehicles are well maintained and services are up to date, road worthy and comply with relevant legislation. – Collect and collate the <i>'Town Vehicle Maintenance Safety Checklist'</i> and ensure any actions, maintenance required are done in a timely and cost effective manner. – Ensure vehicle register is updated on regular basis. – Ensure GRAMS Assets and Maintenance register is updated on a regular basis. – Liaise with external contractors to get quotes as required to ensure cost effectiveness. – Liaising with external service providers to ensure that all requests are completed to a high standard.

	– Maintain GRAMS electronic systems and computer security. – Provide IT assistance to staff in basic computer and network support, maintenance, and installation.
	– Check any maintenance supplies ordered have been delivered and are correct. – Monitor the work of external contractors, following through to completion of each task. – Ensure GRAMS Workplace Health and Safety Policy is adhered to at all times. – Participates in GRAMS clinics accreditation and evaluation processes as required
REPORTING	– Provide and ensure reports and records are prepared as required according to time frame as specified. – Prepare and provide reports as requested by management.
PROFESSIONAL DEVELOPMENT	– Uses the self-assessment and peer review to regularly assess own competence for practice within the agreed scope. – Participates in regular further education and professional development. – Maintains skills in CPR and first aid.
OTHER	– Perform other duties as required or requested by GRAMS CEO or manager. – Participates in continuous quality improvement activities and applies quality improvement principles to all duties performed. – Attends workshops and training as required. – Attend and participate in Staff Development Days. – Identify and assist to reduce Work Health & Safety hazards and risks.

	- GRAMS Work Health & Safety representative. - Contribute to the achievement of the objectives of GRAMS by providing a positive work environment.
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5. COMPETENCY PROFILE FOR THIS POSITION

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role.

JOB SPECIFIC COMPETENCIES General

skills, experience and knowledge

ESSENTIAL:

- Demonstrated previous general maintenance experience and knowledge.
- High level of interpersonal communication skills both verbal and written.
- Demonstrated organisational and time management skills with the ability to work independently.

DESIRABLE

- Previous experience working in the area of Aboriginal Health Services provision.
- Thorough understanding of legislative requirements pertaining to maintenance and repairs, WH&S and essentials services.
- Trade Qualification

PRACTICE REQUIREMENTS

- You need to obtain a Police Clearance.
- A current Working with Children Clearance or able to obtain one.
- A current unrestricted vehicle driver's license.
- You can be tested for having used drugs at any time.

I certify that I have read and understood the responsibilities assigned to this position.

Name	
Signature	
Date	