

Position Description			
<b>Name</b>		<b>Date</b>	16/09/21
<b>Position Title</b>	Wangaratta Project Co-ordinator		
<b>Department</b>	<b>Finance Infrastructure and Technology</b>		
<b>EBA / Award</b>	Victorian Stand Alone Community Health Services (Health and Allied Services, Managers & Administrative Officers) Multiple Enterprise Agreement 2018-2022		
<b>Classification</b>	Grade 4 to 5 depending on previous experience and skills 0.5 – 0.6 EFT negotiable (38 to 45.6 hours per fortnight) 2 year contract Initial 6-month probationary review and then annual performance appraisal.		
<b>Primary Site</b>	Based in Wangaratta With the occasional travel to other sites required		
<b>Reporting to</b>	CFO		
<b>Direct Reports</b>	Co-design project officer		
<b>Budgetary Responsibilities</b>	Capital budget for construction of 40 Mackay Street in conjunction with CFO.		
<b>Liaises with Internally</b>	GH staff, including Business Services, Quality, Risk/Compliance and People Working Well roles. Facilities master planning project control group.		
<b>Liaises with Externally</b>	This position may be expected to liaise with, though not limited to the following; <ul style="list-style-type: none"> <li>• External contractors</li> <li>• Rural City of Wangaratta</li> <li>• Community service organisations.</li> <li>• Health services</li> <li>• Other Not for Profit Organisations.</li> </ul>		
<b>Program Information</b>	The finance, infrastructure and technology team of Gateway Health is responsible for management and maintenance of the following business functions at Gateway Health: <ul style="list-style-type: none"> <li>• ICT</li> <li>• Fleet management</li> <li>• Procurement</li> <li>• Facility management</li> <li>• Finance and payroll</li> <li>• Contract management</li> </ul>		
<b>Purpose of the role</b>	This role will oversee the construction of 40 Mackay Street, from initial design including consumer engagement through to project commencement and ultimately practical completion/certificate of occupancy This project is funded by Gateway Health to enable the growth and expansion of Gateway Health's services in Wangaratta. This position is first point of contact for all contractors and sub-contractors associated with this project.		

<p><b>About Gateway Health</b></p>	<p>Gateway Health is a not-for-profit Company limited by guarantee and a registered Community Health Service under the Health Services Act 1988 (Vic).</p> <p><b>Vision:</b> People Living Well</p> <p><b>Our Purpose:</b> To provide care and services that connect the community and strengthened individual and population health and wellbeing</p> <p><b>Our Values:</b> Values reflect the way we interact, connect and work with every client, with partners, with volunteers and with one another. Principles shape the way we plan and design our services and business systems. Together they underpin organisational culture, strategy and the way we deliver our services.</p> <p>We CARE – We ACHIEVE – We LEARN – We WORK TOGETHER – We INNOVATE</p> <p><b>Our Principles:</b></p> <p><i>We <b>advocate for</b> fair and equitable access to health care and wellbeing services for all.</i></p> <p><i>We <b>respect</b> the strength of individuals and the community, and their capacity to recover from adversity.</i></p> <p><i>We <b>recognize</b> the importance of adaptability and responsiveness to enable us to deliver on our commitment to the community.</i></p> <p><i>We <b>actively listen</b> and work alongside the community and each other to design and deliver better solutions.</i></p> <p><i>We <b>believe</b> a learning culture is critical to enhancing the wellbeing of staff, clients and the community.</i></p> <p><i>We <b>contribute to creation</b> of a connected and integrated health and community care system to achieve the best outcomes for our clients and community.</i></p> <p>Gateway Health strives for an achievement culture that encourages innovation and initiative. We build and foster strengths-based programs that focus on support and recovery. Our staff are our greatest asset.</p> <p>The organisation employs over 380 staff providing a range of primary health and welfare services across the Ovens Murray region in North East Victoria and parts of Southern New South Wales. Gateway Health serves all people, and is committed to improving individual and population health outcomes. We will do this by providing health care and support to individuals and communities in times of need, and by actively working with our partners to address the social and environmental determinants of health. They are delivered through a mix of centre-based services in Wodonga, Wangaratta and Myrtleford, and outreach services to rural communities across the region.</p> <p>Gateway Health is committed to creating a workforce that reflects the communities we serve. We believe that a workforce that recognises and celebrates diversity will best meet the health and well-being needs of all people we serve including Aboriginal and Torres Strait Islander peoples; people with a disability; lesbian, gay, bisexual, transgender and gender diverse people; inter sex people; people experiencing health inequalities; and culturally and linguistically diverse people.</p> <p><b>Review of Position Descriptions:</b> This position description will be reviewed annually (July each year), during annual appraisals, when the position becomes vacant or as deemed necessary.</p>
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<b>Code of Conduct</b>	<p>Employees are expected to, at all times:</p> <ul style="list-style-type: none"> <li>• Adhere to the Gateway Health Code of Conduct including the Child Safe Procedures</li> <li>• Maintain a high professional standard and work with integrity</li> <li>• Develop collaborative working relationships</li> <li>• Communicate with respect and tolerance</li> <li>• Maintain a client focus</li> <li>• Adopt a Continuous Improvement approach</li> <li>• Work within legislative and compliance framework.</li> </ul>
<b>Key Responsibilities and Accountabilities</b>	
<b>Role Specific</b>	
<ul style="list-style-type: none"> <li>• Direct and control all elements of construction of 40 Mackay Street, Wangaratta.</li> <li>• Work with external contractors to ensure the construction project is completed within timeframe and on budget.</li> <li>• Report to facilities master planning project control group monthly on project progress.</li> <li>• Participation and facilitation of regular performance reviews and appraisals</li> <li>• Competently use all relevant organisational databases – including but not limited to VHIMS, RelainSys, clinical software, financial software</li> <li>• Active participation in Professional Development</li> <li>• Completion of Mandatory training</li> </ul>	
<b>Financial Management</b>	
<ul style="list-style-type: none"> <li>• Management of project budget in conjunction with CFO.</li> <li>• Invoices processed within project timeframes.</li> <li>• Ensure effective control of inherent and residual risk in the areas of your responsibility</li> <li>• Provide leadership by demonstrating commitment to the importance of effective Risk Management</li> <li>• Modelling behaviours and attitudes which support a positive risk culture in your team / program and the organisation</li> </ul>	
<b>People</b>	
<ul style="list-style-type: none"> <li>• Develop and maintain professional relationships with internal and external stakeholders.</li> <li>• Contribute to productive and positive team meetings.</li> <li>• Positively contribute to the culture and spirit of the FIT team, work environment and to GH.</li> <li>• Your behaviour is congruent with organisational values, behaviours and goals</li> <li>• Contribute to the development of procedures and systems within this program</li> <li>• Positively embrace and adopt change as it occurs.</li> <li>• Willingness to engage in a flexible work model that may require significant out of hours work and travel.</li> </ul>	
<b>Technical Skills / Industry Knowledge</b>	
<ul style="list-style-type: none"> <li>• Understanding of the building code of Australia (BCA)</li> <li>• Understanding of the occupational health and safety act 2004.</li> <li>• Contract management knowledge.</li> <li>• Understanding of local Government obligations and requirements.</li> </ul>	

### Organisational Responsibilities

- As outlined in the Code of Conduct ensure all interactions are undertaken in accordance with the behaviours set
- Maintain privacy and confidentiality at all times
- Ensure an understanding of individual responsibility for safety, quality and risk and adhere to all relevant legislation, regulations and organisational policies, procedures and guidelines.
- Working within the Risk Management Framework, identify, report and manage risks and ensure actions are taken to prevent and minimise harm to yourself, your colleagues, consumers, members of the public and the organisation.
- Actively contribute to quality assurance initiatives and other program activities to meet all relevant benchmarking and accreditation standards.
- Contribute to organisational quality activities to ensure continual review and improvement.
- Contribute to a safe and welcoming workplace at all times.
- Develop and maintain a personal care plan and attendance in the Gateway Health Clinical Supervision or Line Management Meetings
- Protect the rights, safety and wellbeing of children and provide a child safe environment.
- To continually develop both personally and professional to meet the changing needs of your position, career and organisation.

### Inherent Requirements

Gateway Health has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the position (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.

The position may require the following tasks among other things:

- Manual handling (pushing, pulling, lifting, holding, carrying)
- Sitting, standing, bending, reaching
- Computer work, data entry
- Operating equipment
- Use of personal protective equipment
- General waste handling
- Driving motor vehicles
- Dealing with anxious or upset staff, consumers or members of the public
- Work at and travel to other locations will be required

### Key Selection Criteria

**Applicants MUST address the Selection Criteria below when completing an employment application**

#### Essential

1. Ability to behave in accordance to the Gateway Health Values of *We Care, We work together, We achieve, We learn, We innovate.*
2. Demonstrated experience in managing building projects/contracts relating to capital construction works.
3. Previous experience addressing OH&S issues associated with building maintenance and compliance.
4. Comprehensive knowledge and understanding of the building code.
5. Demonstrated ability in IT systems including Microsoft Office (Outlook, Word/typing skills).
6. Well-developed communication skills with the capability to prepare reports and correspondence in clear information in a manner appropriate to the purpose and audience.

#### Mandatory Requirements

7. Current Australian Drivers Licence or accepted International Drivers licence
8. Confirmation of your right to work in Australia, Satisfactory National/International Police, and Victorian Working with Children Checks must be provided prior to commencement.

9. COVID 19 Vaccination as per the Public Health Order for Healthcare Workers.

**Desirable**

- 10. Relevant trade certificate.
- 11. Previous experience working in a community based/non government agency or organisation.
- 12. Adaptability and flexibility – be able to prioritise, multi task and manage time effectively.

I acknowledge:

- That I will recognise and celebrate diversity, and will best meet the health and well-being needs of all people we serve including Aboriginal and Torres Strait Islander peoples; people with a disability; lesbian, gay, bisexual, transgender and gender diverse people; inter sex people; people experiencing health inequalities; and culturally and linguistically diverse people.
- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That Gateway Health is an equal opportunity employer and has a smoke free workplace policy.
- That Gateway Health has a zero tolerance of child abuse and family violence, all allegations and safety concerns will be treated very seriously. For more information refer to Gateways Health’s Child Safety Standards procedure and family Violence Policy.
- That I have read and fully understand the Position Description and Inherent Requirements of the position
- I agree that I have the physical and psychological ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position. This is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- Gateway Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected staff member(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

**Accepted by**  
(print name):

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**Employee**  
**Signature:**

**Date:**

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