

NGANAMPA HEALTH COUNCIL INC. POSITION DESCRIPTION

Position Title	Maintenance & Procurement Manager
Location	Umuwa, SA (or Alice Springs NT by negotiation)
Award	Aboriginal Community Controlled Health Services Award
Classification	Grade 8 Level 4
Responsible to	Health Services Manager

PRIMARY PURPOSE OF THE ROLE

The Maintenance & Procurement Manager:

- provides expert advice and guidance regarding all maintenance work required to support the efficient operation and continuity of Nganampa Health Council services.
- manages maintenance services for existing NHC assets, ensuring all asset maintenance issues are investigated and followed up, and work is completed to a high standard and in a timely manner.

KEY ACCOUNTABILITIES

Maintenance Supervision

- Prioritise the maintenance needs of all buildings, plant and equipment that are based on the APY Lands, and the NHC office in Alice Springs.
- Manage NHC's maintenance program and supervise contractors and service providers undertaking work at the direction of NHC.
- Develop and implement approved preventive and predictive maintenance plans and programs to ensure the continuity of NHC's clinical service provision.
- Minimise equipment down time by developing and overseeing the implementation of effective breakdown management.
- Contribute to the development of maintenance policies, strategies, operational plans and programs.
- Ensure compliance with corporate initiatives, including risk management policies, within the maintenance program.
- Document, follow up and report all maintenance requests, priority given and record date actioned.



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- Seek quotes for maintenance work (where possible) and action according to existing NHC policies and procedures.
 - Tender maintenance work to relevant trades and monitor performance.
 - Tender and arrange for annual recurring maintenance contracts.
 - Follow up and give recommendations in regard to trade contractors.
- Monitor and report against annual maintenance budget.
- Prepare regular maintenance status reports
- Maintain the keying system for all NHC property on the APY Lands
- Ensure all NHC property is secure
- Coordinate minor maintenance repairs as required.
- Any other duties as required or directed by the Health Services Manager

Administration

- Ensure own work practices are safe.
- Arrange for licences for the bulk LPG gas tanks.
- Meet permit and licensing requirements as required.
- Participate as a member of the NHC Workplace Health Safety & Welfare Committee and provide action report to quarterly meetings.
- Maintain NHC Visitors Quarters accommodation register

KEY CHALLENGES

- Providing support and guidance to geographically disbursed programs, service providers and contractors with a high degree of autonomy and initiative.
- Influencing change to improve asset management, including keeping abreast of best practice asset and project management principles to maintain a transparent decision making framework.
- Managing a diverse asset portfolio, including biomedical assets and capital infrastructure, in a sensitive environment.

RELEVANCE TO NGANAMPA HEALTH COUNCIL STRATEGIC PLAN

- Supports NHC to maintain accreditation.
- Assists in sustaining best practice clinical health services.
- Supports the WHSW Committee and effective policies and risk management processes to ensure workplaces are safe.



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SELECTION CRITERIA

ESSENTIAL

- Ability to interact effectively with people of different cultures.
- Demonstrated ability in maintenance management, including the application of computer based maintenance management systems.
- Well-developed communication, interpersonal, conflict resolution and negotiation skills.
- Sound leadership, managerial skills and business acumen with proven ability to make sound judgements, take timely corrective action, and influence others to work effectively.
- Well-developed ability to prioritise and manage competing demands and deliver outcomes.
- Demonstrated commitment to workplace health and safety, quality assurance, continuous improvement, and environmental management principles.
- Current manual driver's licence
- Willingness to travel extensively for work purposes across the APY Lands

DESIRABLE

- Resides on the APY Lands
- Knowledge of project management, contract and purchasing strategies to ensure timely delivery of quality products and services for ongoing clinical operations.



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