



Assets Coordinator

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| Supervisor | Assets Manager |
| Classification Level | AO4-AO5 |
| Location | Katherine with remote travel as required |
| Position Type | Full time, ongoing |
| Position in the Organisation | Refer to KWHB Organisational Chart |

Summary of Organisation

Katherine West Health Board (KWHB) provides primary health care and health-related programs to Aboriginal communities over a 162,000 km² region in the remote Katherine West region. We are an Aboriginal community-controlled organisation with the key objective of improving health and wellbeing outcomes for all people in our region. KWHB recognises that health and wellbeing is holistic, and we are committed to providing evidence-based programs that support all aspects of health – including spiritual, cultural, emotional and family wellbeing.

Our staff are our strength, and we are committed to providing a safe and supportive working environment where people are encouraged to collaborate, learn and grow. A job at Katherine West is much more than a job, it is a life-changing experience. Working in the remote west region of the Northern Territory will challenge your perceptions, broaden your understanding and shape your future.

We are committed to the recruitment and retention of Aboriginal and Torres Strait Islander staff. Our service delivery is enriched by staff who have an understanding and cultural connection to country and people. Our work is further empowered by the recruitment of Katherine West community members into our organisation. We are committed to developing pathways for community members to work with us as managers, leaders, health professionals, outreach workers and within support roles.

Summary of Position

The purpose of this role is to assist with the management of Katherine West Health Board's (KWHB) fleet, ancillary assets, strategic property assets and general procurement processes, so that clients and staff are afforded safe and appropriate facilities and services, and KWHB can fulfil its core objective of providing health services to the Katherine West region.

Primary Responsibilities

1. Utilise systems and processes that ensure the efficient and cost-effective management of all KWHB assets, namely the asset database and the KWHB online incident management platform.
2. Maintain and update the KWHB asset database to ensure that all records are current and that they accurately describe the specifications and condition of each asset.



KATHERINE WEST HEALTH BOARD

Aboriginal Corporation

Position Description

Unit 10, 38 First Street, Katherine NT 0851 . PO Box 147, Katherine NT 0851
Phone (08) 8971 9300 Fax (08) 8971 9340

ABN 23 351 866 925 | ICN 3068

3. Assist the Assets Manager with the preventative maintenance program for all medical and non-medical equipment and all KWHB properties.
 4. Monitor and respond to maintenance and repair requirements of fleet assets in order to minimise fleet down-time and documenting these processes in line with KWHB processes.
 5. Engage with contractors and suppliers to arrange for repair work to be carried out as soon as is practical in the event of equipment failure.
 6. Coordinate the maintenance and cleaning of properties on behalf of KWHB.
 7. Follow all KWHB purchasing, and procurement policies in relation to KWHB assets.
 8. Provide written reports on assets-related operational activity as required in the health service business plan.
 9. Comply with Work Health and Safety procedures and requirements with reasonable care in relation to personal health and safety, and the health and safety of other staff.
 10. Any other duties, which are within your capabilities, as required by your supervisor.
- Mandatory qualifications, professional registration, and other requirements

Mandatory Requirements

- An understanding of Aboriginal cultural values, and commitment to the advancement and self-determination of Aboriginal communities.
- Current NT Working with Children Clearance (Ochre Card), or ability to obtain.
- Current Criminal History Check, or ability to obtain.
- Current COVID-19 immunisation certificate (3 doses required).
- Basic computer skills and proficiency in the Microsoft Office suite.
- Current NT Driver's Licence, or ability to obtain.
- Ability to travel to remote areas for periods of time by road and light aircraft when required.

Selection Criteria

Essential:

1. Experience in using computers, specifically Microsoft Office suite (Excel, Word, PowerPoint, Outlook).
2. Demonstrated ability to prioritise work tasks in a busy environment.



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3. Demonstrated knowledge of key legislation and standards, Workplace Health and Safety, and other relevant building requirements.
4. Excellent written and verbal communication skills in a cross cultural, multidisciplinary health service comprised of several remote work sites.
5. Highly developed communication skills, both written and verbal, including an ability to maintain accurate data entry and basic reporting.
6. The ability to work effectively and collaboratively under limited supervision.

Desirable:

1. Experience in automotive, construction or property maintenance industry.
2. Experience working with Aboriginal and Torres Strait Islander people.

Child Safe Organisation

Katherine West Health Board is a Child Safe Organisation, committed to child safety and wellbeing in accordance with the National Principles for Child Safe Organisations. KWHB is striving to ensure a supportive working environment which places child safety and wellbeing at the forefront of our service delivery. We are committed to embedding child safety practices throughout our organisation and undertaking continuous improvement to prioritise the safety of all children who come into contact with our organisation, staff and services.

Note

All KWHB employees are expected to be familiar with, acknowledge and comply with relevant policy and procedures with particular emphasis on workplace safety, cultural safety and equal employment opportunity which are significant elements of KWHB's core values.

Approved By

Sinon Cooney

Chief Executive Officer

Date: 19/03/2024