



Puntukurnu Aboriginal Medical Service

Job Description Form (JDF)

Position Title:	Property, Assets and Maintenance Assistant
Reporting To:	Operations Manager
Award:	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
Award Classification:	Administrative Grade 1
Hours:	1.0 FTE 75 Hours per Fortnight
Direct Reports:	Nil
Effective Date :	12 January 2021
Review Date:	12 January 2022

Position Overview

The Property, Assets and Maintenance Assistant reports to and is directly accountable to the Operations Manager under the supervision of the Senior Property, Assets and Maintenance Officer.

This position is responsible for providing assistance to the Senior Property, Assets and Maintenance Officer in maintaining all Puntukurnu Aboriginal Medical Service (PAMS) assets and undertaking maintenance of all PAMS housing and clinics in Newman, Jigalong, Parnngurr, Punmu and Kunawarritji.

Position Responsibilities

Asset Management (under the supervision of the Senior Property, Assets and Maintenance Officer):

- Assist the Senior Property, Assets and Maintenance Officer to update and maintain the PAMS asset register, inventory lists and equipment maintenance schedules;
- Facilitate a regular stocktake (minimum quarterly) of all PAMS assets, accurately numbering each asset, providing details on each assets' condition and its location within the service;
- Ensure all assets and non-clinical equipment are compliant with the relevant legal and statutory requirements;
- Ensure regular servicing of all assets and non-clinical equipment is conducted on time as per the equipment manual or as labelled; and
- Ensure all emergency repairs to assets and non-clinical equipment are conducted in a timely manner.

Vehicles (under the supervision of the Senior Property, Assets and Maintenance Officer):

- Ensure that all monthly checks are undertaken on Newman based vehicles and vehicle checklists are completed and uploaded to LOGIQC;
- Assist in managing the maintenance of all vehicles, including cleaning, regular servicing, tyre repairs and window replacements as required.

Maintenance:

- Ensure all maintenance requests are lodged through LOGIQC and are regularly checked and actioned;
- Assist with the maintenance of all PAMS houses, including regular repairs;
- Ensure that repairs and maintenance requests reported are actioned as soon as possible;
- Assist with general maintenance of PAMS facilities including grounds work;
- Engage with relevant tradesman for specific maintenance repair requests; and
- Ensure quotation is received and purchase order approved once quotation has been approved by the Operations Manager.

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, Client Focus and Confidentiality throughout the course of their duties.

General Responsibilities

- Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.
- Comply with all organisational policies and procedures.
- Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
- Attend and participate in professional development activities including workshops and training as required.
- Actively participate in continual quality improvement and the organisation's quality management system.
- Comply with all applicable legislation including duty of care laws, professional standards, anti-discrimination, bullying and sexual harassment legislation.
- Attend and participate in Employee Development Days.
- Participate and comply with all Work Health & Safety responsibilities as per the Occupational Safety and Health Act 1984 (WA).
- Identify and assist to reduce Work Health & Safety hazards and risks.
- Follow the reasonable direction of Work Health & Safety representatives.

SELECTION CRITERIA

ESSENTIAL:

- Strong Microsoft office experience;
- Experience in property and asset management of goods and services, including procurement of assets;
- High attention to detail and accuracy;
- Excellent interpersonal and verbal communication skills – able to communicate and negotiate with clients and external visitors, and staff at all levels and present a professional image;
- Demonstrated ability to uphold the principles of cultural safety including an ability to communicate effectively and sensitively with Aboriginal people;
- Demonstrated organisational and time management skills along with an ability to adapt to changing needs and problem solve;
- Ability to work as part of a multidisciplinary team, as well as independently when required;
- Understanding of health and safety requirements related to long distance driving;
- Willingness to travel independently to remote communities via unsealed roads; and
- Completion or willingness to complete a 4WD course within 3 months of employment.

DESIRABLE:

- The person is of Aboriginal and/or Torres Strait Islander descent and is acknowledged as such by their community; and
- Previous experience working in remote communities would be highly regarded but is not essential.

APPOINTMENT FACTORS

Location: Primarily based at Newman, however the occupant will be required to travel to Jigalong, Punmu, Parnngurr and Kunawarritji	Accommodation: Nil, accommodation provided whilst travelling away from Newman
Allowances/Conditions: <ul style="list-style-type: none">• Employment is conditional pending the outcome of the Federal Police Clearance, and where required comply with legislative checks• Unencumbered 'C' class Manual Driver's Licence	Specialised Equipment Operated: Ability and willingness to drive 4WD vehicles

ACKNOWLEDGEMENT

As occupant of the position I have noted the statement of duties and responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date