

Position Description

Position Title	Project Foreman - Carpenter
Position Number	30028182
Division	Finance & Resources
Department	Facilities Management
Enterprise Agreement	Health & Allied Services Managers and Admin EBA 2021-2025
Classification Description	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Code	HS4
Reports to	Capital Works & Projects Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement

Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The Finance & Resources Division

The Finance and Resources Division is responsible for financial functions, including reporting, budgeting, forecasting, performance monitoring and analysis, together with our procurement, materials management and facilities management functions.

The division also includes Health Information Services with key roles in medical record management, clinical documentation, freedom of information, and external data reporting requirements. These are essential non-clinical services providing high-quality support, advice, monitoring and compliance functions.

The team are focussed on delivering the strategic vision within their responsibilities and on assisting the organisation operationally.

The Facilities Management Department

The role of the Bendigo Health Facilities Management Department is to provide and maintain a safe, effective and pleasant environment for all retained buildings. The Bendigo Health Facilities Management Team currently service and maintain a variety of buildings spread across a number of campus located in Bendigo and the surrounding region.

Facilities Management services include:

- Facility Maintenance
- Contract Management
- Capital Works
- Construction Management
- Energy Management
- Facilities Access Control
- Car Parking Management
- Emergency Management
- Accommodation Services
- Fleet, Security and Insurance
- Waste Management

The Position

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The Project Foreman Carpenter position, reporting to the Capital Works & Project Manager is part of the Bendigo Health Facilities Management team and is responsible for the successful delivery of Capital and Project works. Taking the lead in hands on construction work you will be fully responsible for the day to day running of the construction site, managing and motivating trades and sub-contractors, driving the tightly managed project and ensuring project timelines and quality to work is to the required standard.

Responsibilities and Accountabilities

Key Responsibilities

- Work as a core member of the construction team doing hands on work, using your carpentry skills to lead by example to the highest standard.
- Manage the day to day activity and delegation of work to construction staff including carpenters, labourers, contractors and other trades staff and ensure compliance with documentation and adherence to policies and procedures.
- Provide technical support, guidance and foster a strong work ethic amongst the team to ensure deadlines are met and projects run to schedule.
- Understand and construct to the architectural & service plans and specifications, whilst ensuring the standard of all work is of a high quality and in accordance with work practices.
- Plan and control the job site, managing equipment and materials to ensure construction work occurs within agreed schedules.
- Develop and maintain a strong working relationship with the Capital Works & Project Manager and ensure they are appropriately updated and informed on progress and any concerns are escalated in a timely manner.
- Conduct job safety analysis data and SWMS (safe work method statements) and other activities to ensure a safe job site.
- Deliver a detailed project, on time and defect free
- Undertake other duties as directed with particular emphasis on exhibiting flexibility in meeting fluctuating team workloads.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Generic Responsibilities

Code of Conduct - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with policies and procedures - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to

participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Diversity – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

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Key Selection Criteria

Essential

- Qualified Carpenter or Builder (Minimum 5 years after your apprenticeship)
- Demonstrated experience on Architectural builds and excellent attention to detail.
- Possess a high level of organisation skills to achieve construction targets. Be effective with time management and able to prioritise critical issues and have a proactive approach to resolving issues.

Desirable

- Demonstrated leadership skills, contractor management.
- Communication and interpersonal skills to confidently and clearly convey information in a concise and clear manner and is polite and considerate in the dealings with others.
- Punctual, self-motivated and leads by example
- Experience and good understanding of Occupational Health & Safety legislation and how it applies to construction projects.

- Professional presentation both written and verbally
- Additional skills such as tiling, plastering & painting would be advantageous.
- Your own tools of trade to complete this role

Mandatory Requirements

National Police Record Check A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Immunisation As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

Drivers Licence - A current Victorian driver's licence is required for this position.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.