

## Position Description

Position Title	Trades Assistant
Position Number	30102315
Division	Finance and Resources
Department	Maintenance
Enterprise Agreement	Maintenance Victorian Public Sector Single Interest Employers Enterprise Agreement 2023 - 2027
Classification Description	Metal Assistant Senior L2
Classification Code	OB31
Reports to	Manager - Maintenance
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Drivers Licence</li> <li>• Immunisation Requirements</li> </ul>

## Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

## Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

## Our Values

**PASSIONATE** – We are passionate about doing our best – for our patients, our colleagues and our community.

**ACCOUNTABLE** – We take ownership of our actions and outcomes, always striving for integrity and improvement.

**CARING** – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

## The Position

The Trades Assistant is required to assist other tradespersons to maintain Bendigo Health services situated within the properties of Bendigo Health to ensure its proper working order in accordance with Australian Standards, State and Local Government Regulations and Bendigo Health Quality Assurance Programs.

The position is required to participate in the development and maintenance of a safe and effective environment for the patients and staff of Bendigo Health and the general public.

## Responsibilities and Accountabilities

### Key Responsibilities

- Assist trade staff to organise and carry out the planned and unplanned maintenance, repairs, alterations and additions to Bendigo Health associated services as directed.
- As part of a team, maintain Bendigo Health services, plant and equipment as directed.
- As part of a team, maintain and develop Bendigo Health appliances and systems as directed.
- Assist with the procurement and purchasing of materials as requested.
- Undertake maintenance works as directed by trade staff.
- Undertake non-specific trade related tasks and provide support to other licenced trades as required.
- Participate in the afterhours breakdown roster for 24/7 coverage of Bendigo Health Maintenance Services.
- Participate in team/ departmental meetings and other organisational meetings as required.
- Participate in staff development and training as required.
- Maintain accurate records, statistics and reports as needed, and comply with departmental information systems as requested.
- Participate in service development
- Participate in the quality programs of Bendigo Health
- Working in accordance with any professional standards and codes of conduct and ethics issued by the relevant professional association.

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.

## Key Selection Criteria

### Essential

1. Demonstrate 5 years of relevant experience in a similar role.
2. Previous experience in the trades industry
3. Demonstrate skills, knowledge and aptitude in basic carpentry, grounds and gardens tasks.
4. Demonstrated skills, knowledge and aptitude in basic maintenance and repair of plant and equipment
5. Previous health service experience highly desirable

6. Knowledge or experience in basic computer programs (including common software applications for word processing, email and hand held devices)
7. Understanding of legislation applicable to the trades industry (such as the OH&S Act 2004).

## Desirable

8. 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.
9. Punctual, self-motivated and leads by example.
10. Professional presentation both written and verbally

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*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.*