

Position Description

Position Title	Painter/Trade Assistant
Position Number	30102299
Division	Finance & Resources
Department	Facilities Maintenance
Enterprise Agreement	Victorian Public Health Sector Maintenance Multi Employer Agreement 2023 -2027
Classification Description	Joiner Build Industry Skilled L4
Classification Code	OB63
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 focused 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 campuses located in Bendigo and the surrounding region.

Facilities Management services include:

- Facility Maintenance Services
- 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

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.

The position is to maintain paint work and general décor of all Retained Bendigo Health Care Group facilities in proper working order in accordance with Australian Standards, State, Local Government regulation and BHCG Quality Assurance programs. The Position is also required to assist other tradespersons to maintain Bendigo Health services situated within the properties of Bendigo Health to ensure its proper working order

Responsibilities and Accountabilities

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.

The position is accountable/ responsible for:

- To arrange, organise and carry out the planned and unplanned maintenance, repairs, alterations and additions to Bendigo Health Care Group's facilities paint work and general décor as directed.
- As part of a team, responsible for the maintenance and development Bendigo Health Care Group's facilities paint work and general décor.
- Assist to co-ordinate contractors to undertake works for the BHCG retained buildings as required.
- Assist in the procurement and purchasing of materials as requested.
- Prioritise all painting works and assist to co-ordinate project work.
- Handle telephone enquiries and to assist to prioritise requests.
- Order and purchase of goods and services in compliance with the purchasing policies and procedures of the BHCG
- Carry out other works in conjunction with other trade staff as directed.
- Participate in team/departmental meetings and other organisation meetings as required.

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

1. Trade Qualified Painter and Decorator
2. Minimum of 5 years' experience working as a fully qualified painter, post apprenticeship

Desirable

3. Demonstrated skills, knowledge and aptitude in basic maintenance and repair of plant and equipment
4. Previous health service experience highly desirable
5. Knowledge or experience in basic computer programs (including common software applications for word processing, email)
6. Practically minded with strong attention to detail.
7. Demonstrated ability to take responsibility for the completion of assigned tasks and confident to advise supervisor if work will not be finished on time.
8. Understanding of the work environment, and need to comply with organisational policies and procedures.
9. Demonstrated ability to work both independently as well as part of a team.
10. Demonstrated ability to communicate effectively with various stakeholders (including contractors, trades staff and subordinates)

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.