

## POSITION DESCRIPTION

<b>Position Title:</b>	Operation Manager Logistics
<b>Business Unit/Department:</b>	Operations
<b>Division:</b>	Health Support Services
<b>Award/Agreement:</b>	Health & Allied Services Managers & Admin Workers Enterprise Agreement 2021-2025
<b>Classification:</b>	HS6
<b>Reports To:</b>	Divisional Director HSS
<b>Direct Reports:</b>	3
<b>Date Prepared/Updated:</b>	9 November 2024

<b>Position Purpose</b>
This position will hold the portfolio for all the Division's fleet, management of all tenancy/SLA arrangements including retail strategy, the centralisation of all service disruptions, capital project management and the service mobilisation functions of the Logistics team.
<b>Business Unit Overview</b>
Health Support Services (HSS) assists the continuum of care of patients (as well as their carer's and visitors) by providing high quality non clinical support services to Western Health which includes cleaning, internal and external patient and equipment transfers, food services, ward & emergency department clerical support, engineering, project management, security, linen and waste management.
<b>Key Responsibilities</b>
<p>Lead the delivery of the following functions within the Division:</p> <ul style="list-style-type: none"> <li>• Manage all aspects of Fleet administration for the Health Service to ensure optimal fleet performance, appropriate allocation and value for money.</li> <li>• Establish and manage all the Health Service Tenancy and Service Level Agreements including off site commercial tenancies and outsourced car parking operations.</li> <li>• Co-ordinate Service Disruptions which impact the operation of Western Health Sites this includes engaging with stakeholders to ensure all risks to clinical and service operations are considered and mitigated appropriately.</li> <li>• Lead the Capital Project Management team function in any Service mobilisation, ensuring appropriate resource allocation; creation and management of framework's to provide assurance that all actives have been completed to deliver a safe mobilisation; and provide advice to the WH Executive on the readiness to commence a new service.</li> <li>• Develop and deploy Space Management policies and procedures that guide the optimal utilisation of desk, offices and meeting room space across the portfolio.</li> <li>• Management of the Logistics Incident Management Team function</li> </ul>

### Our Vision

Together, Caring for the West  
*Patients – Employees – Community – Environment*

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

### Key Working Relationships

#### Internal:

- Divisional Director Health Support Services
- Director Engineering
- Director Soft Services
- WH Divisional Directors and Operations Managers
- Nurse Unit Managers and Midwife Unit Managers
- Senior Managers and Staff
- Business Analyst

#### External:

- Other Health Services
- Department of Health
- External Services Providers
- Industry Groups
- Industrial Representatives
- Operations Managers
- Patients, carers, families Visitors
- Ambulance Victoria
- NEPT Providers

### Selection Criteria

#### Essential

- Proven understanding of financial management and development of cost saving strategies.
- Strong written and verbal skills with the demonstrated ability to be able to effectively influence, negotiate and consult with a range of stakeholders.
- Ability to develop effective teams and a team environment.
- Demonstration of interpersonal and professional skills necessary to direct and lead a multi-site team management with significant numbers of staff.
- Customer focused and able to develop effective relationships with customers.
- Demonstrated leadership and management capabilities and achievements.
- Effective communication, negotiation and presentation skills.
- Demonstrated planning, organisation and analytical abilities.
- Demonstrated sound judgement and innovation in problem solving and generating positive solutions to work situations.
- Experience in working within legislative guidelines.
- Information/performance monitoring skills including ongoing review of information necessary for the management of services.
- Quality improvement, project management and change management experience and achievements within in a complex organisation.
- Proficient in the use of PC Windows applications including Word, Excel, e-mail, PowerPoint and Access.
- The appointee will be required to drive to various western Health sites and possess a Victorian driver's license.

#### Desirable

- Experience with service delivery across a multiple campus health organisation.
- Experience in a management role in large scale health operations.
- Tertiary qualifications at Graduate level in Business or Healthcare stream.

### Our Vision

Together, Caring for the West  
Patients – Employees – Community – Environment

- Understanding of Emergency Management/Disaster Planning/Risk Management practices.

### Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- 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 Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

### General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- 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. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: [Click here to enter the Employee's name.](#)

Employee's Signature: \_\_\_\_\_

Date: [Click here to enter a date.](#)

### Our Vision

Together, Caring for the West  
 Patients – Employees – Community – Environment