

POSITION DESCRIPTION

Position Title:	Engineering Admin Support Analyst
Business Unit/Department:	Engineering Services
Division:	Health Support Services
Award/Agreement:	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 3 – Level 1 to Level 5 (HS3 to HS25)
Reports To:	Support Services Team Leader – Engineering Services
Direct Reports:	Nil
Date Prepared/Updated:	7 January 2025

<p>Position Purpose</p> <p>The Engineering Admin Support Analyst is a key member of the Engineering Services Support Services Team and is responsible for supporting operational governance across Engineering Services.</p> <p>The role focuses on compliance monitoring, data accuracy, contractor and contract governance, audit support, delegation and financial checks, insurance claim administration, and the preparation of operational and organisational reporting. This role ensures information used by Engineering Services is accurate, complete, compliant and available for decision-making. It operates within established procedures and frameworks and contributes to Engineering Services' assurance, quality and compliance functions.</p>
<p>Business Unit Overview</p> <p>The Engineering Services Department within Western Health is committed to ensuring that all buildings, grounds, services, plant, equipment, machinery, telephony and messaging, furniture & fittings perform efficiently, are maintained and serviced in such a manner that they provide a safe and pleasant environment for patients, staff and visitors to the hospital.</p>
<p>Key Responsibilities</p> <p>Reporting & Compliance:</p> <ul style="list-style-type: none"> • Prepare routine and periodic operational and financial reports for Engineering Services, acknowledging that reporting needs will evolve over time. • Compile, analyse and validate data to ensure accuracy, consistency and completeness across operational, contractor and financial datasets. • Conduct audits and reporting on: cost codes, events, Delegation of Authority (DOA) compliance, costings, overspend, day labour cost tracking etc.

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- Perform quality assurance reviews across events, service requests, asset data, contractor documentation and financial coding.
- Support internal and external audit activities, including evidence collation, documentation checks and follow-up actions.
- Maintain accurate governance and compliance records to ensure audit-ready standards.
- Identify variances, inconsistencies or risks and escalate in accordance with procedures.
- Prepare summaries, dashboards and data extracts to support operational planning, financial oversight and compliance assessments.
- Maintain high standards of documentation, data integrity and record-keeping in line with Engineering Services policies.

General:

- Provide high-quality administrative, data, reporting and compliance support across Engineering Services as required.
- Contribute to the smooth operation of daily Engineering Services functions through accurate data handling, timely task completion and proactive communication.
- Support team members, Engineering leadership and other stakeholders by responding to requests, resolving queries and assisting with operational priorities.
- Maintain confidentiality, accuracy and accountability in all tasks undertaken.
- Provide helpdesk coverage when required to support daily operations.
- Liaise with internal stakeholders to resolve data, records or compliance issues.
- Communicate with external contractors and service providers to gather required documentation and information.
- Provide professional customer service and maintain strong working relationships with all stakeholders.

Assets:

- Conduct asset data accuracy checks, ensuring correct and complete alignment between assets, service history, procurement records and events.
- Identify data inconsistencies and coordinate corrections with internal stakeholders
- Apply data standards, naming conventions and documentation rules consistently.

Contracts:

- Administer contractor data in the contractor management system and maintain contractor compliance documentation including induction status, credentials, licences, insurance and access requirements.
- Manage Preventive Maintenance activities within QFM, including entering schedules, updating PM status, ensuring PM tasks are allocated correctly, processing required documentation, and monitoring completion within system workflows.
- Coordinate with contractors to ensure required PM documentation (e.g., service reports, certificates, compliance evidence) is received and accurately recorded.
- Support FM teams and Contracts teams with contract-related documentation, work history records and system accuracy.

Insurance:

- Assist with administrative aspects of insurance claims including evidence gathering, maintaining claim registers and preparing claim information.
- Ensure claims documentation is accurate, complete and suitable for audit and reporting requirements.

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:

- Administration Manager

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- Engineering Services Leadership Team (ESLT)
- Biomedical Engineering
- Logistics
- WH internal departments (Finance, P&C, DTS, IPC, OHS, etc.)
- All WH wards and departments

External:

- Engineering/Maintenance contractors
- Service authorities & utilities
- Local government (Brimbank, Maribyrnong)
- Melbourne Health Shared Services

Selection Criteria

Essential

- Demonstrated experience in administrative roles involving reporting and audit support
- High attention to detail with strong data accuracy and documentation skills.
- Ability to analyse data for consistency, accuracy and compliance gaps.
- Strong written and verbal communication skills, including stakeholder coordination.
- High-level administrative and technical capability with relevant systems (QFM, FMIS, PowerBI, MS Office).
- Ability to manage multiple competing priorities and meet deadlines.
- Proven capability to work both independently and as part of a team.

Desirable

- Experience in Engineering Services/FM/Trades environment
- Experience in hospital/health operational settings

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

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- 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.](#)

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