**POSITION DESCRIPTION**

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| Position Title: | Chief Engineer |
| Business Unit/Department: | Health Support Services |
| Division: | Engineering Services |
| Award/Agreement: | Health & Allied, Admin Officers and Managers |
| Classification: | HS7 |
| **Reports To:** | Director of Engineering Services |
| **Direct Reports:**  | 4 |
| Date Prepared/Updated: | 20 June 2025 |

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| **Position Purpose** |
| The Chief Engineer is a key position within Western Health, Health Support Services, providing leadership and support in relation to all strategic engineering activities across the Western Health portfolio. The Chief Engineer role will champion organisational improvement and promote a professional, high-functioning and collaborative culture within Engineering Services and with internal and external stakeholders.The Chief Engineer is considered the leading technical expert on all engineering standards, performance and planning needs for the organisation. Their strategic insights protect the operational imperatives expected as a major health service in Victoria. |
| **Business Unit Overview** |
| The Engineering Services Department at Western Health is committed to ensuring that all buildings, grounds, services, plant, equipment and machinery 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.The Engineering Services Department is accountable for the compliant performance of all building, infrastructure and biomedical equipment at all Western Health sites in accordance with the AMAF (Asset Management Accountability Framework). This includes delivering timely and accurate reporting on those compliance standards to the applicable authority and planning for growth in demand and changes in standards over the long term.  |
| **Key Responsibilities**  |
| **Design Management and Capital Planning:*** Provide effective leadership and support to the Design Engineer on assigned Capital projects to ensure accurate and high-quality design management services and advice is provided.
* Oversee and review reports, drawings, masterplans and strategic plans.
* Provide specialist technical advice to internal and external stakeholders on WH infrastructure.
* Establishment of a design library into which all building design elements are stored for project and facilities referral.
* Assume position of design lead on all capital projects such as to direct the relevant standards to be built against (both building and biomedical), and access relevant expertise as required to ensure common understanding.
* Accountable to the Director of Engineering, for the content creation and outcomes from designs on all capital projects listed in the Annual CAMP, passing through the HSS led Stage Gates process.

*This may include, but is not limited to, liaison with consultants engaged by the Project to provide advice on current infrastructure and integration opportunities/risks; hosting groups to view existing engineering services, participation in working groups, participation in tender panels and inspecting building sites during project to troubleshoot any emerging issues with regard to operational project acceptance or future operating risk.***Asset Management:*** Provide effective support and leadership to the Strategic Asset Manager in the delivery of the Strategic Asset Management Plan.
* Oversee the life cycle management of assets, reviewing and approving prioritised written replacement and upgrade recommendations from the WH Strategic Asset Manager to ensure all infrastructure operates in a safe, reliable and sustainable manner.
* Provide technical advice, solutions and strategies to the Strategic Asset Manager to maintain Health Services assets over their effective life cycle.
* Ensure continued achievement of AMAF standards across all asset classes under HSS portfolio (Building, Infrastructure and Biomedical).

**Infrastructure Compliance, Reliability and Risk Management:*** Provide effective support and leadership to specialist senior WH engineers to ensure all engineering services meet existing legislative requirements and industry standards, guidelines, frameworks and mandates related to Health infrastructure and engineering services.
* Lead and support senior WH engineers in improving reliability of engineering assets and associated systems whilst optimising operating costs within the Facility Management departments.
* Provide advice and assistance to senior stakeholders regarding the evaluation, purchase, maintenance and disposal of infrastructure.

**OHS:*** Report to the Director of Engineering Services and the Engineering Operations Manager any high-risk infrastructure issues and work in conjunction with the Engineering Operations Manager on the development of required remedial action.
* Attend monthly Emergency Planning Committee (EPC) Meetings
* Build a collaborative relationship with WH OHS
* Suitable training is provided to employees to be able to perform tasks safely with adequate records kept

**General:*** Ensure relationships with colleagues, patients and consumers are professional and ethical and that cultural differences are respected
* Support and contribute to quality and continuous improvement activities
* Assist in the development of employees by providing supervision, coaching and mentorship
* Partner with WH Sustainability team to support the development of sustainability initiatives.
* All emails, proposals, business cases, MFD/MFI papers etc are prepared in a professional manner, clearly articulating background, options, risk and recommendations and are presented in line with agreed timeframes.
* Provide timely, expert advice
* This full-time role will see you working Monday – Friday, across all Western Health Campuses. Due to the nature of the Department and the role, out of hours work may be required.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](https://www.westernhealth.org.au/Careers/Documents/New%20to%20WH%20-%20Forms/Key%20Organisational%20Accountabilities%202017.pdf) which are aligned with the Western Health strategic aims.  |
| **Key Working Relationships** |
| **Internal**:* Director, Engineering Services
* Divisional Director, Health Support Services
* Operations Manager Engineering Services
* Divisional Director, Capital Development
* Capital Project Managers
* Chief Biomedical Engineer
* Engineering Services Management Team
* Engineering Services & Maintenance Staff
* WH ICT
* WH Finance
* WH OHS
* WH Contracts and Procurement

**External:*** DHHS/VHBA
* Consultants
* Contractors
* Service Providers and Retailers
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| **Selection Criteria** |
| **Essential*** Extensive experience in the design and maintenance of a Engineering Operating Model able to deliver AS55001 framework. Highly Regarded is experience in delivering AS55001 into a public sector environment (such as AMAF).
* Extensive management experience within a large, complex healthcare or other relevant organisation at a senior level
* Ability to manage and lead people
* Experience using Microsoft suite including PowerPoint, Excel, Outlook, PowerBI or Tableau and Project
* Extensive experience in the planning, project management, design and/or infrastructure maintenance.
* Excellent communication skills, with the ability to explain complex technical matters to non-technical colleagues at all levels, both within Western Health and externally.
* Excellent report writing skills.
* 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.
* Quality improvement, project management and change management experience and achievements within in a complex organisation.

**Desirable*** Experience with service delivery across a multiple campus health organisation
* Tertiary qualifications at Bachelor level for Engineering or Graduate level in Business or Healthcare stream.
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| **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* Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines
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| **General Information** |
| * 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
* 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
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| *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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