

Role description

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| Job ad reference: | HSQ576061 | Unit/branch: | Property & Facilities Management QPHaSS - Finance and Performance |
| Role title: | Trade Coordinator | Location: | Coopers Plains |
| Status: | Permanent full time | Closing date: | Wednesday 17 July 2024 |
| Classification: | OO6 | Contact name: | Tracey Moran |
| Hours Per Fortnight: | 76 hrs per fortnight | | |
| Salary range: | \$92,160 - \$97,157 per annum + superannuation | Phone: | (07) 3096 2643 |

Department of Health

The Department of Health has a diverse set of responsibilities, and a common purpose of creating better health care for Queenslanders. The department is responsible for the overall management of the public health system in Queensland. We strongly believe in the need to work with people that value the goals of our organisation and who will thrive in our workplace.

To enable this vision, the Queensland Public Sector is transforming from a focus on compliance to a values-led way of working. The following five values underpin behaviours that will support and enable better ways of working and result in better outcomes for Queenslanders.



Customers First



Ideas into action



Unleash potential



Be courageous



Empower people

About Forensic and Scientific Services

Forensic and Scientific Services is Australia's most comprehensive forensic and public health facility, supporting a range of users in government and the private and public sector.

We are part of the government response to threats to public health, threats to the environment, epidemics, civil emergencies, criminal investigations and coroners' inquiries into reportable deaths.

We help care for Queenslanders by providing expert forensic, medical and scientific services in public and environmental health and in supporting the Coroner and justice system.

Purpose of the role

To manage, supervise and co-ordinate multi skilled trades, trades assistants and contractors for the effective and efficient coordination, maintenance and management of physical facilities and resources.

The role is also required to contribute to the operation of the Computerised Maintenance Management System (CMMS).



Your key responsibilities

You will be required to fulfil the responsibilities of this role in accordance with the Queensland Public Service values.

- Adhere to defined service quality standards, health and safety policies and procedures relating to the work being undertaken to ensure high quality, safe services and workplaces.
- Provide ethical decision making in the achievement of organisational goals by maintaining up-to-date knowledge with current legislation and ensuring information is disseminated to relevant stakeholders.
- Accurate input and reporting of asset details, maintenance tasks and specifications as well as repair details into CMMS.
- Coordinate all trade services across the campus, providing technical direction and ensuring compliance with statutory requirements and Department of Health (DoH) policies.
- Manage the allocation of work and workflow within the trade pool and external contractors, including prioritising of maintenance jobs.
- Assume responsibility for the technical performance of existing installations, plant and equipment and initiate corrective action when/where required.
- Prepare and review asset specifications and drawings including planned shutdowns with the Maintenance Planner and Contractor Coordinator.
- Be responsible for problem solving maintenance issues requiring the use of problem-solving techniques and liaison with all key stakeholders.
- Provide emergency response to faults identified on building plant and equipment as well as resource allocation to identify the best and most cost-effective solution.
- Ensure that maintenance operations and outcomes comply with relevant Acts, Legislation, Regulations, By-laws, Australian Standards and Queensland Health Asset Management policies.
- Ensure that delivered services are cost effective through monitoring job costs and quality and to the tracking of performance against budget; as well as ensuring staff/contractors are meeting deadlines and standards.
- Assist with Contract Management in consultation with the Campus Maintenance Manager.
- Read and interpret site plans and specifications relevant to maintenance planning operations and capital works projects.
- Maintain accurate, thorough, and up to date knowledge and records within the CMMS on all maintenance activities with particular emphasis on corrective maintenance scheduling and completion.
- Compile, interpret and disseminate statistical data reports from finance and maintenance systems such as SAP and CMMS.
- Monitor and report against the Key Performance Indicators (KPIs) determined by the Campus Services Manager and Campus Maintenance Manager.
- Manage the professional development of subordinate staff.
- Develop and maintain efficient work practices, regularly reviewing the duties performed by trade staff and contractors alike.
- Development and continuous review of standard operating procedures to ensure safe work methods are applied to all maintenance work onsite.
- Advise and liaise with clients and laboratory managers on facility assets, including condition of assets, maintenance of assets and new assets.
- Show initiative and keep abreast with current changes and trends within the industry and contribute to a continuous improvement environment.
- Contribute to development of Property and Facilities Management operational plans and strategies.
- Manage the use of overtime and compliance with award conditions for internal resources.
- Accountable for ensuring staff maintain statutory licensing requirements associated with their positions.
- Provide quality and timely reports to clients on maintenance performance and compliance against agreed outcomes.

Key competencies/suitability (role specific criteria and personal qualities)

You will be assessed on your ability to demonstrate the following:

| Capability | Definitions |
|---------------------------|--|
| Technical Capability | <ul style="list-style-type: none">• Broad knowledge of Statutory Acts, Legislation, Regulations and Standards applicable to the facilities management environment within Queensland.• Demonstrated track record of successful trade coordination, asset management and use in maintenance systems used to support service delivery in this field.• Experience in coordination of minor capital works projects and maintenance contractors. |
| Problem Solving | <ul style="list-style-type: none">• Well-developed analytical skills that enable identification and resolution of issues including opportunities for improvement.• High level organisational skills. |
| Achieves Results | <ul style="list-style-type: none">• A dynamic and driven individual who can demonstrate strong negotiation skills and the ability to build and develop stakeholder relationships.• Experience in the areas of planning, resource management, contract management, budget management, and project management. |
| Client Focus | <ul style="list-style-type: none">• Proven abilities in delivering responsive, quality operational support services that meet client and business requirements.• Demonstrated high level of communication and interpersonal skills, including the ability to provide advice to a diverse range of staff and contractors. |
| Leadership and Management | <ul style="list-style-type: none">• Well-developed skills and knowledge in the supervision and management of operational staff including coaching, development and performance management.• Effective co-ordination of a diverse team of staff and contractors in the day to day operation of the facility, including foresight to plan works and projects progressively. |

Qualifications, registrations and other requirements

- It may be a condition of employment for this role for the employee to be, and remain, vaccinated against one or more of the following vaccine preventable diseases during their employment ([Health Employment Directive No. 01/16](#)): measles, mumps, rubella (MMR), varicella (chicken pox), pertussis (whooping cough), hepatitis B
- Please detail any visa conditions you may have if you are not a permanent resident of Australia.
- We understand that some people may require adjustments to the workplace or the way the work is performed. All applicants are encouraged to advise the panel of any support or reasonable adjustments (i.e. building access, wheelchair access, interpreting services etc.) that may be required.
- Whilst not mandatory, a relevant qualification in the following areas would be well regarded:
 - facilities management
 - operational management
 - trade qualification (electrical, fitter, plumbing, mechanical/refrigeration mechanic)
 - tickets in forklift, confined spaces, working at heights or similar.
- BMS experience is highly desirable.
- Undertake duties as part of the team of fire safety officers and provide relevant systems training.
- Participate in an afterhours 'on call' roster (at the discretion of the BEMS Manager).

Additional Information

Please provide the following information to the panel to assess your suitability:

- Your **resume**, including the names and contact details of two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current, immediate or past supervisor.
- A **one-page covering letter** informing the panel of your skills, personal qualities and motivation for applying.

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Facilities Management Organisational Chart

