

Maintenance and Facilities Coordinator

Melbourne
Teaching
Health Clinics



Work type: Permanent - Full-time

Location: Carlton

Salary: AUD \$64,547 to AUD \$79,195 range p.a. plus 10% superannuation

About Melbourne Teaching Health Clinics

Melbourne Teaching Health Clinics (MTHC) is a wholly owned subsidiary of the University of Melbourne and provides world class clinical training opportunities for the Faculty of Medicine, Dentistry and Health Sciences students. It also provides patient access to high quality health care for members of the Victorian community, within a private practice setting. There are five clinical areas that are central to this service, and they include general practice, dentistry, eye care, hearing, speech and psychology.

Because there is a teaching and learning component to our service, the MTHC clinics are generally very affordable while at the same time contributing to the strong future of our health and medical system in developing the next generation of our doctors, dentists, optometrists, audiologists, speech pathologists and psychologists.

MTHC places a high level of importance on providing an environment to our staff, patients and students that reflect the values of our organisation. These values have been verified by all our staff as being fundamental to the way we operate with each other, our people and our patients. To be ethical, accountable, collaborative and compassionate are values we aspire to live and deliver at all levels of our interactions in our workplace.

As part of the way we see our organisation now and into the future we have a mission statement that contemplates MTHC providing sustainable, high quality, comprehensive clinical training and patient care for the University of Melbourne and the wider community. And our vision is to be recognised as an innovative, international leader in the provision of Teaching Health Clinics.

About the Role

Located in Carlton, close to busy Lygon Street and a short tram ride from the Melbourne CBD, the Melbourne Teaching Health Clinics is a progressive and client centred organisation that provides high quality care and an outstanding learning environment. This position primarily supports the plant, equipment and maintenance of dental chairs within the Melbourne Dental Clinic but also has broad responsibilities for maintenance support, building services, equipment management and capital works across all of MTHC's facilities from Melbourne to Shepparton. The position also provides extensive support to the Chief Operating Officer to ensure OH&S compliance within MTHC and acts as the key OH&S liaison with the University of Melbourne as the landlord of MTHC facilities.

About you

A fantastic opportunity exists for someone passionate about supporting healthcare in the community, has broad technical or maintenance experience and can work independently. You will

enjoy the challenge of managing specialised clinical equipment and feel comfortable working with a broad range of people from contractors and suppliers through to clinicians and senior staff. You will be committed to supporting a safe work environment and will be comfortable with providing advice on identifying and resolving OH&S issues as well as effectively managing OH&S from a facilities perspective. Having experience or knowledge of dental equipment and/or dental plant will be helpful but as a fast learner, you will enjoy developing solutions to support clinicians to deliver patient care within a unique clinical environment.

Essential Selection Criteria

- Previous experience supporting equipment maintenance or facilities in a healthcare or educational setting
- Demonstrated ability to communicate effectively at all levels in an organisation
- Ability to work autonomously and problem solve solutions to mechanical issues
- An understanding of building services, electrical and mechanical activities.
- Knowledge of OH&S management and support in either a healthcare or educational environment
- Experience of proactively maintaining registers, maintenance schedules and initiating repairs for technical assets and equipment.

Desirable Selection Criteria

- Knowledge or experience working for a dental equipment supply or repair company
- Previous handyman experience and/or trade qualifications
- Good IT skills, in particular with Microsoft Office products such as Word, Excel and Teams

To Apply

As part of your application, please submit your CV and Cover Letter with reference to the Key Selection Criteria listed in this advertisement.

Please submit your application through the APPLY FOR THIS JOB button next to the advertisement on the [SEEK](#) website.

For inquiries please contact Alan Taylor on, +61 488 220 121 or alternatively via taylor.a@unimelb.edu.au (please do not send applications to this email)

Applications close: 14 March 2022