

POSITION DESCRIPTION

Melbourne
Teaching
Health Clinics



POSITION TITLE	Maintenance and Facilities Coordinator
REPORTING TO:	Chief Operating Officer
CLASSIFICATION:	Full Time
EMPLOYMENT TYPE:	Continuing
NUMBER OF REPORTS:	0

The Organisation

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.

Melbourne Teaching Health Clinics Values

We foster a values-based culture of innovation and creativity to enhance the teaching performance of the Melbourne Teaching Health Clinics and to achieve excellence in patient and student outcomes.

We invest in developing the careers and wellbeing of our people and students and expect all our staff to live our values of:

- Be ethical
- Be accountable
- Be collaborative

- Be compassionate

We recognise the importance of role modelling behaviours in our workplace that reflect our values, and we strive to ensure our decision making and actions are aligned with these values in everything we do.

Position Summary

Working with the Chief Operating Officer, this role will coordinate the equipment maintenance, infrastructure support and facilities management for all MTHC Clinics with a particular focus on the dental plant and equipment at the Melbourne Dental Clinic. The role will ensure that the building services and, clinical equipment are operating and meeting compliance requirements. The role will also support the Occupational Health and Safety (OH&S) needs of MTHC and coordinate clinic maintenance requirements in collaboration with the University of Melbourne.

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

Key Relationships (Internal and External)

- MTHC Senior Management Team
- MTHC Clinicians
- External contractors and suppliers
- Melbourne Dental School (MDS)
- Melbourne School of Health Sciences (SHS)
- University of Melbourne Business Services
- University of Melbourne Campus Services

Key Accountabilities

Key Responsibilities	Measures/Key Performance Indicators (KPIs) to be achieved
Building Services • Coordinate building maintenance and improvements across all MTHC clinical sites • Coordinate access to MTHC controlled areas in collaboration with the Senior Management Team (SMT) • Coordinate maintenance contractors for MTHC works across all clinic sites • Manage the Melbourne Dental Clinic (MDC) Car Park access	• Buildings are maintained and are in good repair • Contractors not otherwise managed by University of Melbourne orientated, contractor inductions completed and recorded, OH&S requirements for contractors met • Provide advice and support as required to building upgrades and developments • Access for staff to MTHC facilities coordinated effectively and in a timely manner with University of Melbourne
Equipment • Coordinate controlled asset lists with the SMT • Schedule maintenance on plant and equipment as required and maintain maintenance register • Ensure MDC plant is checked regularly and has the required supplies to ensure consistent service delivery to the Dental Clinic. • Assist the Central Sterile Services Department (CSSD) technicians to coordinate upgrades and maintenance for sterilisation equipment in CSSD • Liaise with University to resolve equipment issues and ensure consistent service delivery to the clinics • Coordinate sharps bins and clinical waste management across all clinics • Maintain a database of regulatory maintenance on equipment and report as requested • Be available on call during normal working hours for attendance of equipment problems	• Undertake asset audits annually across all clinics • Identify and resolve maintenance issues as they arise to ensure the clinics can operate continuously during their opening hours • Provide monthly updates to COO on maintenance issues and resolution • Ensure CO2, O2, salt, Reverse Osmosis and linen supplies are available when required for MDC • Be available on call during normal working hours for attendance of equipment problems
Occupational Health and Safety Coordination • Under direction of the COO coordinate OH&S across MTHC and act as the OH&S liaison with the University of Melbourne	• Attend and provide reports to MTHC OH&S Meetings • Coordinate OH&S compliance requirements across the clinics

• Assist in leading OH&S compliance across MTHC and be the MTHC Melbourne Health and Safety Representative (HSR) • Follow all workplace safety guidelines and procedures whilst working. • Contribute to a safe and healthy workplace • Manage the maintenance of the Cyclic Events Checklist and other UoM compliance documentation • Coordinate and assist the Senior Management Team to comply with OH&S Audits OH&S including preparation for Audit and delivering on corrective actions • Attend and contribute to MTHC OHS meetings • Manage Material Safety Data Sheets (MSDS) for the clinics • Maintain OHS education and training • Attend UoM OHS meetings as requested by Faculty	• Cyclic Events list maintained to ensure maintenance undertaken as required • Assist the COO and University of Melbourne OH&S liaison staff to review and provide input into the OH&S Risk Register • Undertake appropriate OH&S training • MSD Sheets are maintained and up to date • 1st Aid kits are maintained and materials within date
Occupational Health and Safety • Take an active role in contributing to a safe and healthy workplace. • Adherence to relevant legislation and policies.	• 100% training compliance achieved.
General • Maintaining staff and patient confidentiality at all times. • Maintaining skills to enhance organisational capability, culture and services. • Ensure practice is aligned with overall Melbourne Teaching Health Clinics' philosophies and standards both clinically and professionally. • Assist the Clinic Manager with stock supplies and manage the MDC basement stores effectively. • Carry out other responsibilities as directed.	• Demonstrates appropriate and professional workplace behaviours that are in line with Melbourne Teaching Health Clinics' core values, policy and procedures. • Provides assistance to other team members as required or requested. • MDC Stores stocked to meet Clinic requirements and maintained neatly.
Values and Behaviours • Effectively and proactively support MTHC's Mission, Vision and Values • Positively and constructively represent MTHC by role modelling values in action and actively supporting the Mission, Vision and Values • Positively and constructively represent MTHC to all stakeholders	• Positive engagement with the Performance Development Framework (PDF) and Performance Appraisals, addressing values and behaviours • Positive feedback from all stakeholders, for example: ○ Clients ○ Team members

• Contribute to a diverse and inclusive workplace free of discrimination, harassment and bullying • Operate as a team member to achieve team and MTHC goals • Ethically and respectfully build and maintain effective working relationships	○ Colleagues ○ Managers / supervisors • Demonstrated positive relationships established and maintained with colleagues • Participation in employee engagement surveys
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Special Requirements

Whilst Melbourne Teaching Health Clinics is a subsidiary of the University of Melbourne it is a separately registered not-for-profit company in its own right. MTHC operates a number of teaching health clinics in Melbourne and country Victoria. The role may be required to provide additional on-site support to these clinics.

Occupational Health and Safety (OH&S) Responsibilities

The Melbourne Teaching Health Clinics has policies and procedures which comply with the *Occupational Health and Safety Act 2004*, which require all staff to contribute to the maintaining of a safe and healthy workplace.

All staff members are required to exercise their duty of care and:

- Take reasonable care for their own safety, as well as for others in the workplace who can be affected by their actions;
- Refrain from misusing or damaging any equipment which is provided to protect or enhance the health and safety of staff;
- Comply with legitimate requests from Melbourne Teaching Health Clinics which are in accordance with published policies and/or OHS legislation;
- Ensure they do not knowingly place other staff at risk through their actions;
- Report incidents and potential health and safety risks to their OHS Representative in a timely and appropriate manner;
- Host visitors and/or contractors at the campus in a manner consistent with the requirements of the OHS policy.

Diversity and Inclusivity Statement

Melbourne Teaching Health Clinics are committed to a diverse and inclusive workforce free from all forms of discrimination. We actively work to remove barriers to ensure all employees enjoy full participation in the workplace and encourage applications from diverse backgrounds. We adopt our diversity and inclusivity policies from the University of Melbourne and can be viewed at <https://staff.unimelb.edu.au/diversity-inclusion>.

Document Control

Date Developed:	Developed and Reviewed By:
February 2022	Chief Operations Officer