

POSITION DESCRIPTION

Position Title	Gardener/Maintenance Worker		
Division	Finance and Administration	Department	Maintenance
Campus	Based at Leongatha / Korumburra		
Classification	JP5 (0.40) & GL6 (0.20)		
Award	Victorian Public Health Sector (Health Professionals, Health and Allied Services, Manager & Administrative Officers) Enterprise Agreement 2011-2015		
Reports To	Maintenance Manager		
Professional Relationships	Nursing and Medical Staff, Allied Health Professionals, Administration Staff, Hotel Services Staff, Maintenance and Stores Staff		
Position Approved By	Finance Manager		

Position Outline:

The position of Gardener/Maintenance Worker is an essential part of Gippsland Southern Health Service's operations, responsible for keeping the grounds at both the Leongatha and Korumburra Hospital's neat and tidy by undertaking gardening duties, plus the provision of general handyman and repair type works both indoors and outdoors.

This objective is achieved by adhering to the following core principles;

- Maintaining high quality standards throughout GSHS facilities
- Respecting the rights of clients in cooperation with carers and staff
- Ensuring professional conduct in accordance with GSHS policies and procedures
- Ensuring practice is conducted in a way that supports the Occupational Health and Safety principles of GSHS

Divisional Context:

The Maintenance Department is part of the Finance and Administration division at GSHS. It is responsible for ensuring the safe and efficient operation of the business across all campuses. This covers all the elements of Finance, Administration, Maintenance, Repairs and Handyman work.

The overriding outcome is an effective and efficient management and presentation of the facilities, whilst meeting legal requirements and maintaining facilities within budget. This covers all regular and scheduled maintenance, repair works, new capital and equipment and the upkeep of gardens, lawns.

Health Service Context:

GSHS is a major provider of healthcare in the South Gippsland Shire. GSHS offers a broad range of services that meet the needs of a diverse and sparsely populated area with many small rural communities. With two main acute facilities based at Leongatha and Korumburra, GSHS offers a broad range of specialist, general, acute, subacute, ambulatory, residential aged care and community services.

Although GSHS is made up of a number of sites, they all operate as part of the one organisation and therefore the service profile is informed by the geographical nature of the diverse communities as well as the strategic imperatives of the Department of Health & Human Services.

Vision, Mission and Values:

The Values are detailed in GSHS' Employee Charter and form part of your terms and conditions of Employment as does the Code of Conduct for Victorian Public Sector Employees. GSHS expects all employees to behave in accordance with these requirements at all times whilst employed by the organisation.

Vision
<i>Excellence in Healthcare</i>

Mission
<i>Building a Healthier Community Together</i>

Gippsland Southern Health Service - Values and Behaviours		
Value	Above the Line Behaviour	Below the Line Behaviour
Excellence	<ul style="list-style-type: none"> • Continuous Improvement • Evidence Based Practise • Consistency of Practice • Innovative Practice • High Standards 	<ul style="list-style-type: none"> • Unwilling to Improve • Lack of Innovation • Non-Adherence • Inconsistency • Acceptance
Individuality	<ul style="list-style-type: none"> • Be Tolerant • Acknowledge Rights • Personalise • Support Individuals • Practice Self Care 	<ul style="list-style-type: none"> • Lack of Respect • Discriminating • Being Inconsiderate • Being Judgemental • Being Dismissive
Collaboration	<ul style="list-style-type: none"> • Value Teamwork • Involve Others • Actively Listen • Ask and Offer Solutions • Support Decisions and Change 	<ul style="list-style-type: none"> • Poor Communication • Criticising Others • Being Negative • Not Open • Withholding Information
Accountability	<ul style="list-style-type: none"> • Take Responsibility • Set Clear Expectations • Manage Performance • Results Focused • Ethically Bound 	<ul style="list-style-type: none"> • Blaming Others • Unethical Behaviour • Underperforming • Unreliable • Shirking Responsibility
Respect	<ul style="list-style-type: none"> • Respect People • Respect Privacy • Respect Property • Respect Views • Be courteous 	<ul style="list-style-type: none"> • Being Rude • Being Negative • Being Disrespectful • Being unhelpful • Disrespecting Property
Empowerment	<ul style="list-style-type: none"> • Take Initiative • Actively Participate • Ask Questions • Clarify Expectations • Empower Others 	<ul style="list-style-type: none"> • Authoritarian • Discrimination • Blaming Others • Not Sharing • Stifling Development

Qualifications, Technical Skills & Experience:

Essential

- Victorian Drivers licence
- Current satisfactory Police Check
- Basic computer skills
- Physically capable of regular constant manual labour, lifting and operation of machinery
- Able to operate machinery safely

Desirable

- Formal gardening qualifications
- Electric forklift operation skills or similar qualifications

Key Responsibilities

CQI	Responsibility / Accountability
Person Centred	<ul style="list-style-type: none"> • Maintaining confidentiality at all times, whilst respecting the values, culture, wishes and vulnerability of clients by complying with GSHS Privacy Policies in relation to the obtaining, accessing, security, use and disclosure of private and health information. • Acknowledges that the work environment is also often the resident's home, and acts accordingly and respectfully at all times. • Conducting oneself in a professional manner at all times. • Positively promoting GSHS services to both internal & external customers. • Adheres to all principles of the State Services Authority and GSHS Code of Conduct. • Recognising the need for care of self (physical, mental and emotional), and acting to promote same. • Demonstrate the ability to work positively within a team to achieve team goals. • Attend maintenance department meetings and other meetings as required. • Demonstrate understanding of all relevant internal and external policies and procedures that relate to this position.
Driven By Information	<ul style="list-style-type: none"> • Is familiar with the quality cycle and GSHS system of accreditation and quality improvement. • Demonstrates an understanding of GSHS organisational structure and instruments of delegation. • Uses prescribed GSHS reporting processes and lines of communication to notify of maintenance issues, accidents/incidents, adverse or sentinel events, compliments or complaints or any other issue that may impact on the effective management of patients, ward area and/or the organisation. • Accepts constructive advice from managers and co-workers. • Demonstrates the ability to complete the duties in the 'work schedule' as outline and required for this position. • Carry out maintenance work as directed and to the required standard. • Be willing to work in various areas and locations on a daily basis.

CQI	Responsibility / Accountability
Organised for Safety	<ul style="list-style-type: none"> • Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons. • Complies with occupational health and safety policies and processes to ensure a safe work environment for clients, staff and visitors. • Assists in the orientation of new personnel to the area of work as required. • Identifies hazards as they arise and reports these to your manager. • Attends all mandated safety training as requested by GSHS. • Avoids undertaking any work that is reasonably deemed to be hazardous and reporting this to your Manager.

Performance Monitoring:

An initial formal Performance Development and Engagement Review (PDE) will be undertaken within three months following appointment and then at least every three years based upon this position description.

Last Appraisal Date		Next Appraisal Date	
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Review of Position Description:

This position description will be reviewed annually in conjunction with the PDE, when the position becomes vacant, or as deemed necessary for on-going and effective performance management.

Sign-off to verify agreement with this Position Description:

Incumbent		Date	
Manager		Date	