

Position Description

Position Title:	Electrician
Reports to:	Manager Infrastructure Maintenance
Department:	Engineering
Directorate:	Capital Projects, Infrastructure & Support Services
Cost centre:	R0302
Code & classification:	Industry Skilled Licenced Electrical Trades (OB38)
Employment conditions:	Maintenance (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2023-2027 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Electrician is a hands-on role providing a range of electrical and electronic services and working as part of a multi-skilled team. This team is responsible for the protection and maintenance of GV Health's buildings and equipment. This position amongst others is responsible for promoting GV Health as a quality regional health service provider.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to:

- Maintain all Hospital electrical and electronic equipment in a safe and efficient condition and carry out electrical and equipment installation works as requested.
- Conduct safety checks on all new electrical equipment to ensure compliance with safety requirements.
- Conduct regular safety checks on all hospital electrical equipment to satisfy operational and planned maintenance requirements, including generator and emergency lighting testing.
- Maintain familiarity with appropriate statutory codes and relevant Australian Standards.
- Building Management System (BMS) software usage.
- Maintenance system software (Agility) usage including work orders and asset maintenance details.
- Assist with training and supervision of apprentices and assistants.
- Perform functions in a safe and efficient manner, ensuring the work area is kept in a clean and tidy condition and that concerns are reported to the supervisor immediately. Use and wear appropriate safety equipment, including that issued and deemed necessary for performance of the above duties.
- Ensure tools and equipment are looked after and safely stored.
- Be available to participate on the on-call roster in order to coordinate the call in of off-duty tradesmen and contractors.
- Effectively communicate with other GV Health staff in order to promote the reputation of the Department.
- Provide and maintain the highest level of service to all internal and external customers.

- Take an active interest in development of self-skills and knowledge and maintain skills to an acceptable level.
- Maintain clean switchboard areas.
- Keep all switchboard schedules up to date.
- Administration duties including obtaining quotes and ordering stock.
- Participate in employee performance and development review process.
- Ensure compliance with mandatory training requirements.
- Assist with ongoing compilation and maintenance of planned maintenance schedules and facilities documentation.
- Complete daily tasks/time reports in order that Department work records and job costing can be kept up to date and accurate.
- Work in a cooperative and supportive manner with other members of the Engineering Department.
- Display a propensity for personal and professional development within the unit and organisation.
- Undertake any training required to enhance skills and as mandated by GV Health.
- Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health.
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas.

Quality, safety, risk and improvement:

- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines.
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce.
- Contribute to organisational quality and safety initiatives.
- Complete the mandatory training requirements as defined by GV Health.
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public.
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs.
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements.

Other requirements for non-clinical employees:

- Develop and maintain collaborative relationships with all other teams and professionals.
- Understand and act in accordance with the GV Health Code of Conduct, values and relevant policies, procedures and guidelines.
- Where relevant collaborate with consumers and the community in the development, implementation and review of health service planning, policies and quality improvement activities.
- Uphold and protect consumer rights and maintain strict confidentiality.
- Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times.
- Assist with the supervision of students where appropriate.
- Improve performance by seeking feedback, setting goals and participating in annual performance reviews.
- Participate in committees and professional groups and disseminate relevant information to relevant employees.
- Comply with the principles of Patient and Family Centred Care.

- Promote GV Health as a quality regional health service provider.
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KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

Essential:

- Commitment to the GV Health Values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour.
- Energy Safe Victoria Electrician's Licence – A Class.
- Well-developed communication skills.
- Computer literacy (foundational).
- Comprehensive problem-solving skills.
- Ability to work productively with limited supervision.
- Evidence of full immunisation against Influenza (if required).
- Satisfactory National History Criminal Check prior to commencement of employment.
- Satisfactory Victorian 'Employee' Working with Children Check prior to commencement of employment.
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment.
- Be available to participate in the rotating on-call maintenance roster in order to coordinate the call in of off-duty tradesmen and contractors out of business hours.
- Ability to perform manual handling tasks.

Desirable:

- Experience of Building Management and CBUS systems
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KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
 - Development and maintaining of collaborative relationships with all other teams and professionals;
 - Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
 - Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
 - Logged jobs, unless paused, are actioned and closed out as specified per priority.
 - Preventative maintenance and maintenance of essential services carried out as scheduled.
 - Attendance and active participation at meetings as required.
 - 100% compliance with training requirements as outlined in the GV Health Education Framework.
 - Active participation in the Performance and Development review process.
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AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;

- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Directorate	Position Title
Reviewed by:	Line manager
Issue Date:	Date

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)