

Position Description

Position Title:	Director of Infrastructure and Assets
Reports to:	Executive Director Capital Projects, Infrastructure and Support Services
Department:	Infrastructure and Assets
Directorate:	Infrastructure & Assets
Cost centre:	R0302
Code & classification:	HS8
Employment conditions:	Victorian Public Health Sector (Health and Allied Services and Managers & Administrative Officers) Multiple Enterprise Agreement 2021-2025 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 Director of Infrastructure and Assets reports to the Executive Director Capital Projects, Infrastructure and Support Services and will lead the Division of Infrastructure and Assets. The Director of Infrastructure and Assets is responsible for the direction and day-to-day management of the GV Health Infrastructure and Asset Services. The role represents the single point of accountability for Site/Facility Management, Maintenance, Essential Services, Biomedical Engineering, and Asset Management.

The Director of Infrastructure and Assets is responsible for leading the Division to provide high-quality service delivery and maintenance of infrastructure, assets and equipment in a safe, cost-efficient, and compliant manner. The role encompasses problem-solving and ensuring a safe working environment for all staff.

The Director will bring strong leadership to the role and possess a strong understanding of public sector procurement, operations management and service delivery innovation to the GV Health Team. The role will be responsible for providing high-level, expert advice to the Executive Director Capital Projects, Infrastructure and Support Services.

EXTERNAL RELATIONSHIPS:

Liaises with:

- Department of Health (DH)
- Victorian Infrastructure Delivery Authority (VIDA) Health
- Local government organisations
- Consultants
- External service providers and contractors
- Suppliers
- Client/community-based organisations
- Other healthcare providers

INTERNAL RELATIONSHIPS:

Liaises with:

- Executive Director Capital Projects Infrastructure & Support Services
- Director Capital Projects
- Infrastructure Project Managers
- Directors and Department Managers
- Medical and Nursing Staff
- Non-clinical staff
- Other Executive Directors

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

- Ensure that all maintenance services are planned and delivered across the Health Service in a timely fashion (as relevant) in accordance to risk profile and industry standards, recognising the ongoing need for continuous quality improvement and the interdependency of service delivery across GV Health, and in collaboration with internal and external stakeholders.
- Develop, implement, monitor and review the Infrastructure and Asset Service's Business Continuity Management plans, preventative maintenance schedules, asset management procedures, OH&S procedures and compliance/integrity frameworks.
- Develop, implement, monitor and review safety plans within the organisation, including asbestos safety management plan and essential services plans.
- Provide leadership and direction to operational teams in respect of clinical and support services, including business improvement, risk management, corporate governance and ensure delivery of quality products and services are GV Health focussed and in accordance with agreed policies, procedures and standards.
- Follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken in order to ensure high-quality and safe services in the workplace.
- Effectively plan for expected growth in the demand for infrastructure and asset management services and maintenance functions across GV Health within a constrained resource environment.
- Support and assist in the delivery of the Capital Works Program as necessary, working closely with the Director of Capital Projects in a team-based approach for supporting new infrastructure and assets.
- Monitor the physical and financial progress of the maintenance works program on an ongoing basis.
- Implement, manage and monitor systems and processes of continuous improvement in accordance with GV Health directives and relevant Accreditation and Standards Programs.
- Ensure governance and management systems are in place to effectively manage service targets, compliance and risk in line with legislation, code of conduct, awards, certified agreements and GV Health policy and implementation standard requirements including those relating to Workplace Health and Safety, the Building Code, Planning, Asset Management, Integrated Risk Management, Human Resources and Occupational Health and Safety, Health Services Act, Public Service Act, Public Service Directives and Health Service Directives.
- In partnership with the Executive Director, facilitate the implementation of a learning culture within the Division.
- Lead the financial functions of the department, including developing, monitoring, and reporting on the annual budget.

- Lead the development and provision of the monthly report to the relevant Executive Director against key performance indicators for maintenance, human resources, quality and risk objectives.
- Lead the Daily Operating System processes within the Division in conjunction with the Director Capital Projects.
- Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Oversee and manage car-parking operations.
- Oversee commercial leases.
- Oversee the provision of office accommodation within the organisation.
- Oversee maintenance procurement that must be performed in accordance with Victorian Government guidelines.
- Oversee fire, building management systems, paging, and other critical general infrastructure systems.
- Report on environmental sustainability as required.
- Drives activities that support organisational and operational sustainability. Engenders a culture of accountability, transparency and achievement, demonstrating a commitment to achieving outcomes in an ethical manner.
- Builds and sustains relationships with the organisation, across the public service and with a diverse range of external stakeholders. Drives a culture of collaboration and participation, setting high personal standards of cooperation and collaborative behaviour.
- Ensures that open communication pertaining to Infrastructure matters is effective throughout the organisation.
- Assist as required with any joint maintenance initiatives across the Hume Local Health Service Network.

POSITIONS REPORTING TO THIS ROLE

- Infrastructure Maintenance Manager
- Campus Maintenance Manager
- Infrastructure & Asset Manager
- Manager Biomedical Engineering
- Administration Assistant

From time to time, other positions may be reasonably assigned to report to this role following due consultation.

Responsibilities for Management positions:

- Actively manage employees by conducting annual performance reviews and ensuring that health and safety, all Mandatory Training, employment principles and legislative requirements are met;
- Identify employee education and development needs, recognise competencies of employees and ensure employees complete compulsory competencies;
- Participate in supervision of graduates, junior employees, students, orientation programs, preceptorship, mentoring and performance enhancement responsibilities;
- Provide opportunities for staff to attend mandatory core competencies and monitor compliance;
- Actively recruit and manage all aspects of workforce demands;
- Computer literacy at an intermediate level for Microsoft applications;
- Demonstrated business planning, policy, financial and human resources management skills.

KEY SELECTION CRITERIA

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

- Appropriate and relevant tertiary qualification in engineering or commerce.
- Appointment to this position requires proof of qualification and, if applicable, registration or membership with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor/manager prior to the commencement.

Essential:

- Demonstrated leadership within a diverse and complex service delivery organisation.
- Superior business acumen pertaining to maintenance operations, with a successful track record as a change agent that has delivered tangible outcomes and business benefits on a large scale and in a complex organisational environment.
- Demonstrated interpersonal skills commensurate with managing a complex and fast-evolving service delivery organisation, including the ability to communicate with clarity and influence across a broad range of internal and external stakeholders
- The development of strong stakeholder relationships, including strong influencing and analytical skills.
- Satisfactory National Criminal History Check and Working with Children Check (Employee) prior to commencement of employment.

Desirable:

- Previous experience in engineering maintenance and/or healthcare.

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Rostering, which is completed in accordance with the relevant Enterprise Agreement requirements
- Budget management and the department is within budget, performance and development reviews are completed on time, training and core competency requirements are met as per the GV Health Education Framework and leave balances are managed in accordance with the policy and procedure to minimise liability
- 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

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 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.

Capital Projects, Infrastructure & Support Services	Executive Director Capital Projects, Infrastructure & Support Services
Reviewed by:	Shane Tremellen
Issue Date:	January 2026

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](#)