

## POSITION DESCRIPTION

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| <b>Position Title:</b>         | Carpenter  |
| <b>Business Unit/Division:</b> | Engineering & Building Services                              |
| <b>Award Agreement:</b>        | 49 – Joinery and Building Trades Products Industry           |
| <b>Classification:</b>         | OB62 – OB63  |
| <b>Employment Type:</b>        | Full time Permanent  |
| <b>Reports to:</b>             | Manager (Operations Manager) Engineering & Building Services |
| <b>Date Prepared/Updated:</b>  | August 2025  |

**General Role Statement:**

The carpenter performs efficient and compliant reactive maintenance works and planned maintenance activities for all building fabric including mandatory inspections in a cost effective and timely manner.

## ORGANISATIONAL OVERVIEW

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### Introduction

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Centre
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

**Our Vision:**

Creating a healthier future by working together, innovating and delivering great care.

**Our Values:**

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

**Our Priorities:**

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

**Safety, Quality and Clinical Governance at Northern Health**

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

**Commitment to Child Safety at Northern Health**

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.

- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

### Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

## ROLE STATEMENT

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The role provides carpentry services in line with the Northern Health total asset management guidelines, ensuring compliance with statutory, legislative and code requirements including satisfying Northern Health strategic and business objectives.

General handyperson duties are involved (building maintenance), including On-call and rotation requirement across all Northern Health Campuses.

Maintenance & Engineering Services is committed to the highest standard of Customer Relations principles. Team members will serve as role models by practicing exemplary behaviours when working with patients, visitors and fellow staff members. The Hospital and Clinic operations requires quicker than normal response to system and equipment failures. The hours worked often require emergency response, frequently without immediate direct assistance from supervisor.

The Carpenter is responsible for all maintenance tasks as listed below:

- Responsible for all duties related to the maintenance of building fabric covering reactive and planned maintenance to ensure minimum disruptions to patient care and building operations in accordance with relevant standards and legislative requirements.
- Ensure reactive and planned maintenance activities on building fabric is undertaken to meet required clinical uptime and performance expectations and standards. This includes the participation in development of planned maintenance programs.
- Accountable for meeting compliance requirements that have been risk assessed to require compliance and updating associated records with Asset Plus This includes ensuring that all statutory obligations are completed in compliance with relevant Australian Standards, Codes of Practice and Northern Health policies and procedures.
- Respond to request for work and work tasks using Asset Plus in a timely manner while appropriately considering risk-assessed priorities and time management of each work task.
- Comply with Work Health and Safety statutory requirements, policies and Safe Work Practices. This includes ensuring;
  - Work is undertaken in the safest possible way and all appropriate safety equipment and PPE is

- used at all times.
  - Observed unsafe work practices are to be reported to the Team Leader or Operations Manager and through appropriate management systems.
  - Maintenance of plant and systems of work are within safety guidelines, comply with WHS Regulations and are without risk to the health and safety of staff, visitors and patients.
- Work Health and Safety monthly inspections are undertaken as directed.
- Participate in the provision of after-hours emergency maintenance service and if required, including working overtime as the need arises. This also extends to assisting all facilities at Northern Health (All Campuses)
- Provide assistance and advice to contractors as requested/directed. This includes performing duties related to inspecting any new build and refurbished areas.
- Liaise with internal and external stakeholders and clients regarding repair schedules and access to minimise disruptions to day-to-day health service operations.
- Assist management to review tools and equipment inventory, including parts stock take. Keep workshops and storage areas in a neat and tidy condition. This includes ensuring parts and other resources used to undertake maintenance works within required timeframes are available either onsite or ordered by the manager within a reasonable timeframe.
- Identify and escalate emerging risks (including regulatory and compliance issues) and threats in a timely and constructive manner to ensure risks are effectively managed.
- Meeting the operational needs of the facility through repairs and maintenance of a broad range building fabric and furnishings.
- Managing work and stakeholders to ensure disruption and interruption to clinical services is minimised.
- Flexibility and availability to undertake critical works task and emergency response

#### **All employees:**

#### **Quality, Safety, Risk and Continuous Improvement**

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

## KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

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### Strategic and Project Management Leadership

- Actively participate in team meetings
- Actively participate in staff development activities
- Other duties commensurate with the position as directed by the Manager or the Team Leaders

### Organisation-Wide Contribution

- Contribute to quality improvement and sustainability of the organisation by participating in quality activities and ensuring flexibility within the role in order to respond to the changing needs of our customers.
- Follow the guidelines provided in the Code of Conduct for staff of Northern Health

### Diversity and Inclusion

- Effective demonstration and promotion of health service values, including diversity and inclusion and high standards of ethics integrity.

## SELECTION CRITERIA

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### Qualifications, Registrations and Qualities

#### Essential

- Qualified Carpenter and joiner (Cert III)
- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

#### Experience

- Carpenter Journey Worker certification or ability to certify equivalency of required hours for Carpenter Journey Worker.
- Demonstrated ability to use hand and power tools.
- Knowledge of all methods, procedures, practices and tools of the Carpenter trade. Ability to read and interpret blueprints, drawings/sketches, schematics, and written specifications as they pertain to the Carpentry Trade. Must also have a general understanding of how they pertain to all other trade's diagrams.
- Must be knowledgeable of State, local building codes and life safety codes as they apply to Northern Health.
- Thorough knowledge of hand tools, hand held power tools, & stationary power tools, their setup, operation, maintenance, and safety precautions as related to the fabrication of all items in a shop setting.
- Thorough knowledge of the materials used for fabrication, to include but not limited to: various types of dimensional lumber, plywood, laminates, solid surface materials, plastics, etc.
- Thorough knowledge of the applications, methods, and procedures for all types of joinery for shop work.
- Thorough knowledge of fasteners, hardware, glues and adhesives used for joinery and fabrication, and installation of all items fabricated.
- Adherence to appropriate safety procedures.

- Keeps current with trade training and certifications needed to perform the work of a Journey worker Carpenter.
- Must be able to follow written and oral instructions.
- Previous hospital experience is desirable
- All other duties as required on daily basis

### Miscellaneous

- New installation of, removal of &/or relocation of Marking boards, bulletin boards, chalk boards, display cases, coat hooks, clocks, pictures/art work, Hardware and security devices.
- Must keep accurate, up to date records, to include but not limited to; daily time slips, service requests, materials used, forms/permits.
- Has thorough knowledge of WI building codes, occupational hazards and safety precautions as related to the carpentry trade and keeps current in same.
- Participate in the 24/7 emergency On-Call rotation

### Knowledge, Skills and Behaviours

#### Professional / Technical Competencies

- High quality verbal skills.
- Well organised, efficient, reliable, honest and methodical.
- Sound technical knowledge of building services and construction including associated legislation and standards.
- Confidence to make independent decisions but with the judgement to make advice when required.
- Have a proficiency in the use of the following computer programs:
  - Word
  - Excel
  - Outlook
  - Internet Explorer
  - A CMMS programs
  - Building Automation Systems

### Employee Declaration

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: