



<b>Job Title:</b>	Coordinator, Maintenance & Operations		
<b>Classification:</b>	Coordinator – C6 level	<b>Department:</b>	Primary Health Care (PHC) Operations
<b>Location:</b>	Manayingkarirra Primary Health Care Centre		
<b>Reports to:</b>	Primary Health Care Manager		
<b>Collaborations:</b>	Clinical Operations Coordinator, Workforce Coordinator, Mala’la Head Office, Family Community Wellness Service		
<b>Employment Conditions:</b>	Mala’la Health Service Aboriginal Corporation Enterprise Agreement 2024-2027		

**JOB DESCRIPTION**

**POSITION FUNCTION**

THE MAINTENANCE & OPERATIONS COORDINATOR IS RESPONSIBLE FOR COORDINATING AND SUPPORTING OPERATIONAL, MAINTENANCE, LOGISTICS AND ASSET MANAGEMENT ACTIVITIES ACROSS THE ORGANISATION. THE ROLE ENSURES THE EFFECTIVE MAINTENANCE AND OPERATION OF FACILITIES, EMPLOYEE HOUSING, VEHICLES, EQUIPMENT, COMMUNITY SERVICES AND MAINTENANCE TO SUPPORT SAFE, EFFICIENT AND COMPLIANT SERVICE DELIVERY.

THE POSITION PLAYS A CRITICAL ROLE IN MAINTAINING OPERATIONAL CONTINUITY ACROSS THE CLINIC, HEAD OFFICE, COMMUNITY WELLNESS SERVICES WHILE ENSURING ADHERENCE TO WORK HEALTH AND SAFETY STANDARDS AND ORGANISATIONAL POLICIES. THE POSITION WORKS AND COLLABORATES CLOSELY WITH THE CLINICAL OPERATIONS COORDINATOR AND WORKFORCE COORDINATOR.

**ROLE AND RESPONSIBILITIES**

**Facilities and Maintenance Coordination**

- Manage maintenance requests for Wellness and Head Office
- Work within the existing framework for clinic maintenance requests both scheduled and unscheduled inclusive of NT Departmental visits and urgent repairs
- Coordinate lawn mowing schedules across the Clinic and Head Office facilities, and Mala’la staff accommodation
- Coordinate maintenance and repairs of equipment as required
- Coordinate Thursday morning maintenance tasks, including external clinic and vehicle maintenance

**Housing Maintenance and Asset Management**

- Coordinate maintenance repairs to employee housing
- Prepare six-monthly housing audits to identify maintenance requirements and ensure housing standards are maintained



- Maintain accurate housing maintenance records and follow-up actions with existing record system for Clinic and create for other sites
- Arrange key cutting and key management processes

#### **Vehicle and Fleet Coordination**

- Assist Workforce Coordinator with arranging and coordinating vehicle registrations, servicing, maintenance and repairs, and when the Workforce Coordinator is not available to be fully responsible of the fleet coordination
- Liaise with NT Fleet, Bridge Toyota and other service providers to:
  - Coordinate scheduled vehicle maintenance programs
  - Coordinate vehicle leasing, monitoring and allocation processes
  - Coordinate vehicle transport via barge when required
  - Coordinate repairs associated with vehicle damage and unexpected breakdowns

#### **Logistics and Freight Coordination**

- Arrange weekly stock collection from the barge and coordinate distribution
- Assist weekly RFDS freight collection and distribution for the Clinic
- Coordinate dump runs and oversized rubbish disposal
- In collaboration with Workforce Coordinator and relevant clinic staff, manage consumable stock storage and inventory processes inclusive of the transfer of goods to and from Darwin.

#### **Orange Sky Coordination**

- Assist and coordinate daily Orange Sky service delivery within the community
- Liaise with Orange Sky Head Office
- Coordinate Orange Sky staffing support and monitoring
- Manage Orange Sky referrals and service monitoring
- Coordinate Orange Sky maintenance, stock control and fuel requirements

#### **Equipment and Safety Oversight**

- Coordinate maintenance and repair of operational equipment including lawn mowers and maintenance tools
- Ensure consumables and maintenance supplies are adequately stocked and available
- Ensure safe operation and use of maintenance equipment
- Monitor safety standards, training, licensing and compliance requirements of maintenance staff
- Promote compliance with Work Health and Safety legislation, organisational policies and safe work practices

#### **Community and Operational Support**

- Coordinate morgue quality and safety procedures



- Assist with staff and vehicle logistics in collaboration with admin team when the Workforce Coordinator is not available
- Undertake additional duties within the scope of the position as required

### **Organisational**

- Work autonomously and as part of a multidisciplinary team
- Be accountable for maintaining personal professional competencies and professional conduct, and participate in performance management systems
- Adhere to Mala'la's Values, Policies and Procedures, and Code of Conduct

### **Work Environment, Conditions and Work Health & Safety**

- Occasional manual handling and outdoor work may be required
- Compliance with all health and safety regulations and policies
- Report on safety hazards within the workplace
- Identify and assist in rectifying safety hazards within the workplace environment
- Participate as an active member of the Work Health and Safety Committee.

### **SELECTION CRITERIA**

#### **Essential**

- Demonstrated experience in operations, maintenance coordination, logistics or asset management
- Ability to coordinate multiple operational tasks and competing priorities
- Experience liaising with contractors, service providers and external stakeholders
- Sound organisational and time management skills
- Strong verbal and written communication skills
- Demonstrated ability to work independently and within a team environment
- Knowledge and understanding of Work Health and Safety requirements
- Ability to work flexibly and respond to operational requirements
- A willingness to live and work in a remote community
- Current First Aid Certificate
- Current manual Driver's License
- Satisfactory Criminal History Check
- Current NT Working with Children Clearance Ochre card

#### **Desirable**

- Experience working within remote community environments
- Experience in fleet management, housing maintenance or facilities coordination
- Knowledge of asset management systems and maintenance scheduling
- Forklift or machinery licences (where applicable)



**ACCEPTANCE OF RESPONSIBILITIES**

I have read the requirements and responsibilities outlined in this Position Description, MHSAC Code of Conduct, Employment Terms and Conditions and agree to meet and adhere to these, and have my performance monitored and evaluated in relation to my performance in the role as detailed through this document.

<b>Signature of Appointee:</b>		<b>Date:</b>	
<b>Signature of Mala'la authorized representative:</b>		<b>Date:</b>	