



**JOB DESCRIPTION**

|                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |     |           |                                                              |  |
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| Nyangirru Piliyi-ngara Kurannta – Business Services Section        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |     | Work Unit | Assets & Property                                            |  |
| Job Title                                                          | Maintenance and Property Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |     | Level     | Administration, Support & management (Admin) Level 5.1 – 5.4 |  |
| Job Type                                                           | Full Time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        |     | Duration  | Ongoing, Dependant on Funding                                |  |
| Salary                                                             | \$72,745.05 - \$75,806.90                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        |     | Location  | Tennant Creek                                                |  |
| Position Number                                                    | CSS 41                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Budget | CSS | Closing   |                                                              |  |
| Contact                                                            | Human Resources - 08 89 622 633                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |     |           |                                                              |  |
| Reports to                                                         | Assets and Property Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |        |     |           |                                                              |  |
| Information for Applicants                                         | <p>Applications must be submitted Online via Anyinginyi Health Website, providing a one-page summary sheet, with a detailed resume/cv and response to the Selection Criteria. Alternatively provide your application in person or to <a href="mailto:hr@anyinginyi.com.au">hr@anyinginyi.com.au</a></p> <p><b>Appointment Conditions:</b></p> <ul style="list-style-type: none"><li>Confirmation of employment is <b>dependent on the outcome of a successful application</b> for an Ochre Card/ Working with Children’s Card and National Police Check.</li><li>As per Anyinginyi Health Aboriginal Corporation Policy, <b>all employees are preferred to be vaccinated against COVID-19</b> with a minimum of 3 COVID-19 vaccinations.</li></ul> |        |     |           |                                                              |  |
| Hours of Work                                                      | Monday – Friday (excluding public holidays) 6:00am – 2:30pm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        |     |           |                                                              |  |
| Special Measures                                                   | Not applicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |     |           |                                                              |  |
| About Benefits                                                     | <ul style="list-style-type: none"><li>Salary packaging up to \$15,899.94 pa.</li><li>6 weeks annual leave and personal/carer’s leave up to 10 days per year</li><li>Up to \$1,500 study allowance after 1 year of service</li><li>Study leave can be negotiated</li><li>Remote retention allowance of \$1,500 after 1 year of service and \$3,000 after 2 years’ service</li><li>Annual remote travel allowance of \$1,500 for personal travel after 1 year of service</li><li>Annual local Bi-Lingual allowance of up to \$1,500</li><li>Employee access to Anyinginyi Health Clinic – with free Prescriptions</li><li>Free General Dentistry (Lab Work to be paid by employee)</li></ul>                                                         |        |     |           |                                                              |  |
| Aboriginal & Torres Strait Islander women are encouraged to apply. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |     |           |                                                              |  |

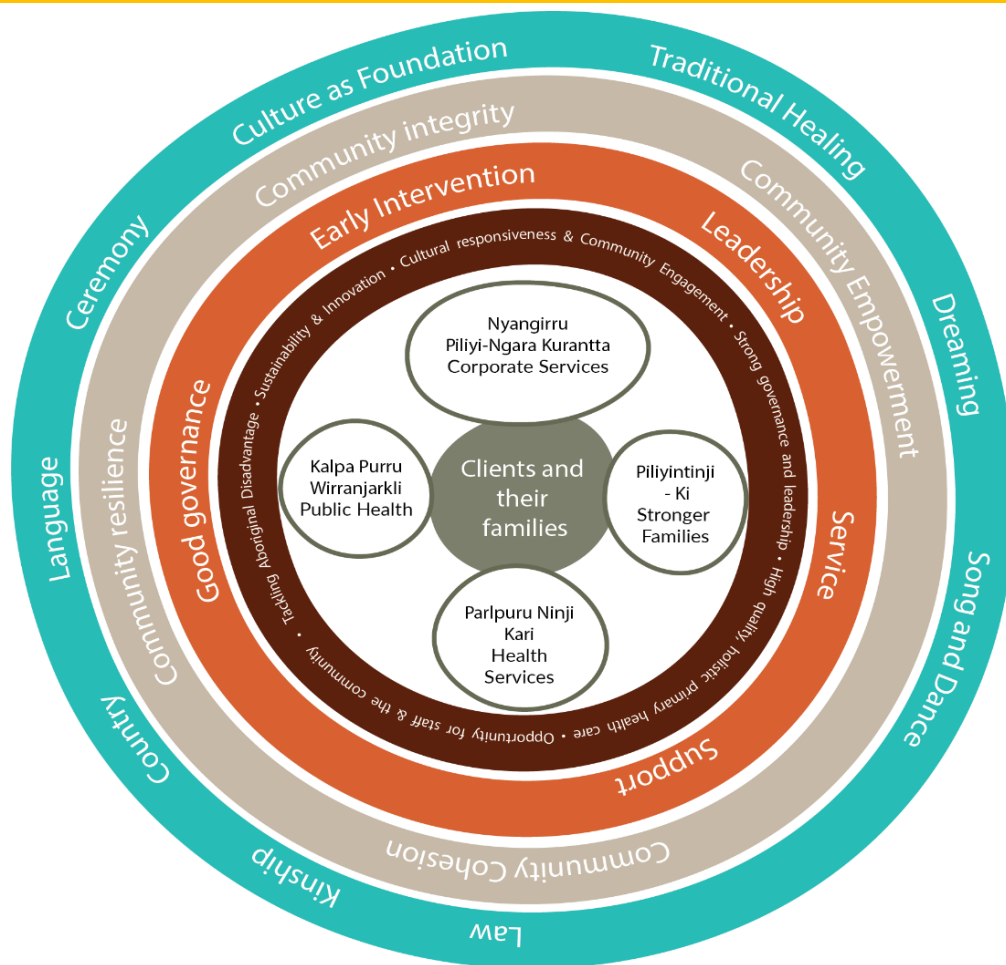
**ABOUT THE OPPORTUNITY**

The Maintenance and Property Officer is responsible for maintaining the grounds of all Anyinginyi Health properties both business and residential, maintenance of all building needs and provide assistance in contracts, stores receivership, hazardous waste disposal, and contractor requirements for new building upgrades where directed.

The Maintenance & Property Officer is an integral part of the high standard of presentation and maintenance of Anyinginyi Health buildings and services to internal and external parties for property and asset delivery and management.



## PRIMARY HEALTH CARE DELIVERY MODEL



Anyinginyi Health adopts a social community development approach to delivering primary health care ensuring Aboriginal people have the right to affordable, accessible, and appropriate health care. Primary Health care has a broad focus on the social conditions and environment rather than just health care service. Anyinginyi Health's holistic approach is based on social justice, equity, community inclusion and social acceptability broadly linked with the social determinants of health.

The integration of preventative measures through public health awareness, education, health promotion and community development are key to community capacity build and to empowering Aboriginal individuals, families and community accepting self-responsibility for health and wellbeing. When managing Aboriginal client care the three components of family, community and culture are intrinsic to good health outcomes.

The model recognizes the strong role Culture and Cultural Authority plays in a holistic approach to good health and well - being. The model respects the diverse cultural leadership structures and cultural identities of Aboriginal people, families and clients. Culture sets the foundation for Anyinginyi Health to strive to be compliant with maintaining cultural respect and ensures the principles of cultural responsiveness are considered in the design & implementation of health care. Our model integrates Primary Health Care best practice and Cultural best practice – this is how we do business.



## ABOUT THE TENNANT CREEK REGION

Year-round blue skies, stunning landscapes and vibrant, diverse and warm communities - that's life in the Northern Territory! Only a short flight from most Australian cities, Tennant Creek is not just a must-see destination renowned for its individual identity and rich cultural heritage but is a remarkable community to set up home in!

500km north of Alice Springs, Tennant Creek was once a rough and tumble droving town but is now a modern town and one of the Territory's most populated areas. It is home to a major regional hospital, a university, schools, shops and a supermarket, accommodation, bars, clubs and restaurants, banking facilities, sporting clubs and an airport - everything you need to set up a relaxing new lifestyle! People from all walks of life find themselves calling Tennant Creek home.

## DUTIES

### Key Duties & Responsibilities

Maintain the grounds of Anyinginyi Health Aboriginal Corporation properties both business and residential in a neat and tidy fashion, including:

- Fitting and maintaining irrigation systems as required.
- Planting and maintaining all new plants and trees ensuring their survival.
- Trimming and pruning all plants and trees as required.

### Maintenance on Properties:

- If possible, carry out general handyman building requirements and repairs not requiring a contractor of all properties owned or occupied by Anyinginyi Health.

### Tools:

- Maintain all tools and equipment in good working order
- Broken tools/equipment must be reported to Supervisor at earliest convenience and appropriate arrangements made to have these repaired.

### Furniture Removal:

- All furniture to be covered when moving from place to place
- No stacking of furniture unless covered
- Furniture not to be dragged in houses, must be lifted or use trolley.
- All furniture to be covered when being stored

### Maintenance of all Anyinginyi Health Properties:

- Prepare and maintain all Anyinginyi Health properties in a neat and tidy order and ensure that all areas, this includes both inside and outside of properties.
- Grass trimmings, branches, leaves etc must be removed from property
- Weeds to be killed off or pulled out and removed
- Edges to be trimmed and kept in tidy condition at all times
- Watering systems to be turned on first thing in morning for 2 hours only at required properties.



### **Lawn Mowing & Whipper Snipping:**

- To be carried out between hours of 6.30am & 8.00am only.
- Must utilise cones & signs advising employees & public of situation.
- Equipment to be cleaned thoroughly each day
- Ensure there is always adequate petrol, oil & water in vehicle

### **Equipment Safety/Security on Vehicles:**

- **ALL** equipment must be tied down on vehicles at all times.

### **Upkeep of Maintenance Vehicles:**

- In line with the Anyinginyi Health Motor Vehicle Policy all damage to vehicles must be reported to Supervisor
- No eating, smoking or personal usage allowed in vehicles
- Ensure vehicles have adequate petrol and oil and tyres are checked regularly
- Fortnightly cleaning of vehicles is required, both inside and out
- Complete Maintenance Forms requests in delivery and collection of Anyinginyi Health assets and other items in the fulfillment of community or organisational activities/programs, this will include public holiday needs, as required by each Section.
- Travel and performance of maintenance needs on Anyinginyi Health remote area properties as scheduled
- Adherence to Anyinginyi Health policies and procedures, be responsive to the Corporate Services multi-skilled multi-tasking environment.
- Make arrangements for hazardous waste disposal as required.
- Work in a safe manner in line with WHS provisions, including self PPE.
- Acknowledge and respect racial diversity values beliefs, customs and traditional practices of Anyinginyi Health clients and patients.
- To meet weekly with Supervisor to discuss and rectify any issues or problems that have occurred during the week.
- Other duties as specified or cross Section support from time to time by the Maintenance & Property Team Leader or Executive Manager Business Services.



## ABOUT YOU - SELECTION CRITERIA

To be successful in this role, you will need to possess the following:

### Essential skills and experience:

1. Respect for traditional Aboriginal Culture and cultural diversity and the ability to communicate effectively and sensitively with Aboriginal/ culturally diverse people.
2. Gardening experience including experience with garden irrigation systems and small engines.
3. Knowledge of plants and their needs, including different soil requirements, position requirements, pruning, etc.
4. Ability to identify recurring gardening and maintenance requirements.
5. Ability to complete necessary documentation for task reporting and auctioning.
6. Ability to be able to communicate and respond to personnel in a diverse working environment.
7. Reliability, ability to work with a high level of quality, unsupervised and as part of a team.
8. Understanding of Occupational Health and Safety in the workplace.
9. Current NT Driver's Licence.
10. Be in possession of or have the ability to obtain an OCHRE Card.
11. All Anyinginyi Health Aboriginal Corporation employees are preferred to be **Fully COVID-19 Vaccinated**.

### Desirable

1. 4WD Licence.

**Appointment Conditions:**

- Employment with Anyinginyi Health Aboriginal Corporation is conditional on the employee providing NT Working with Children Check (Ochre Card), Satisfactory Criminal History Check.
- All Anyinginyi Health Aboriginal Corporation employees are preferred to be **Fully Vaccinated against COVID-19**.

**Acceptance of Responsibilities:**

I have read the requirements and responsibilities outlined in this Position Description, AHAC Code of Conduct and 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 throughout this document. I understand it is a requirement of this position to ensure work practices comply with providing a culturally safe and child safe work environment.

|                |            |           |
|----------------|------------|-----------|
| <b>Name:</b>   |            |           |
|                | (Employee) | (Manager) |
| <b>Signed:</b> |            |           |
| <b>Date:</b>   |            |           |

**EMPLOYMENT SCREENING**

Employees are required to demonstrate that they have undergone appropriate employment screening in accordance with AHAC Policies. The following checks will be required for this role:

- ☒ National Police Check (current within the previous 6 months, or willingness to obtain)
- ☒ Valid Working with Children Check
- ☐ Current AHPRA Verification Check
- ☒ Current and Valid Driver's License
- ☐ National Disability Insurance Service Check
- ☐ Other