



NSW HMMS STATE COUNCIL – POSITION DESCRIPTION

POSITION NAME	BUILDING TECHNICAL OFFICER
LOCATION	Surry Hills, NSW 2010 (Sydney)
STATUS	38 Hours per week
SALARY	SCHADS Award Pay point 6 Level 3 + Super, Salary Packaging, and Car
REPORTS TO	NSW HMMS CEO (Sydney based)
DIRECT REPORTS	Nil

SERVICE DESCRIPTION

The NSW HMMS State Council initiates a range of strategies and activities in the Home Modification and Maintenance Services industry as defined by the NSW Department of Family and Community Services, Ageing Disability and Home Care (ADHC).

The vision of the NSW HMMS State Council is to unite and enhance Home Modification Services across New South Wales.

As the peak organisation, the role of NSW HMMS State Council is to provide support for Home Modification and Maintenance Services, provide a conduit to Government bodies and other relevant external stakeholders, act as a collective think tank and promote leading practice and outcomes throughout New South Wales. In doing so, the NSW HMMS State Council values open and ethical practices, transparency, accountability, quality services and safe and productive workplaces

POSITION OBJECTIVES

The Building Technical Officer's primary responsibility is to enhance the role of Occupational Therapists within the HMMS industry by providing support through resources and sector training and advice.

Specific objectives include, but are not limited to;

- The improvement/support of a Quality Assurance Program across NSW which includes the development of resources to the sector such as standardised proformas, information fact sheets and resource manuals which promotes consistency of service provision.
- Building the capacity, skill and knowledge of Builders/Supervisors, Tradespeople and Occupational Therapists in the HMMS industry via industry specific training including identifying training needs and potential trainers as well as the development of information for training manuals.
- To monitor and enhance the process of all HMMS in NSW to obtain appropriate licensing as set out by legislative requirements of the Office of Fair Trading and the Home Building Act.
- The provision and dissemination of relevant building industry specific information to Builders/ Building Supervisors, Tradespeople and HMMS Coordinators in NSW.

- Consultation and liaison with HMM Services, the Home Modification Information Clearing House, Private Builders and other stakeholders as necessary to maintain and uphold a collaborative working relationship and to keep abreast of current issues.
- To ensure solid industry consultation and accurate representation on all quality assurance issues
- To actively pursue revenue opportunities consistent with the direction of the State Council and reporting them to the CEO of the NSW HMMS State Council.

KEY RESULT AREA 1 – SERVICE DELIVERY

Outcome: Delivery of sound services, advice and support in a timely and efficient manner.

Responsibilities & Duties	Performance Indicators
<ul style="list-style-type: none"> • Ensure service activities reflect NSW HMMS objectives and are appropriate to the needs of the NSW HMMS its members and funding bodies within a timely manner. • Research, Develop and deliver or facilitate industry specific training to enhance the knowledge of both private and HMMS employed builders. • Maintain and update industry specific reporting, advisory and referral proformas to meet current industry, government and funding body requirements. • To provide advice on complex clients and to provide mentoring to Builders to assist in advice for prescriptions for home modifications • The review of QA reporting requirements with a view to creating standardised industry referral and reporting formats for Builders for minor and major modifications • Contribute to a work environment of cooperation and respect for all employees, free from bullying and harassment. • Provision of professional operational support as required. • Be a positive, willing and contributing team member at all times. • Consultation and liaison with the NSW HMMS State Council, HMMS, ADHC representatives, DoHA representative's and other relevant government bodies, the Home Modification Information Clearing House, the Independent Living Centre, OT Australia NSW and other stakeholders as necessary to identify key issues within the HMMS industry. All of which is in consultation with the NSW HMMS State Council. 	<ul style="list-style-type: none"> • Operational plans are developed, submitted and delivery of service is met within specified time frames. • Stakeholder activities are maintained and at an acceptable standard. • Create, maintain and utilise a technical builders core subcommittee to achieve the best outcomes where appropriate • Key services run smoothly and effectively due to the utilisation of appropriate support from all staff and members • Service delivery is of a high standard and meets funder and industry standards. • Demonstrated contribution to continuous improvement(s). • Adherence to NSW HMMS policies and procedures and relevant legislation. • Member feedback is dealt with accordingly and in line with relevant policies/ procedures.

KEY RESULT AREA 2 – REPORTING OPERATIONS

Outcome: To ensure the smooth operation of administration and reporting requirements.

Responsibilities & Duties	Performance Indicators
<ol style="list-style-type: none"> 1. Ensure that all training is recorded, updated and maintained over the course of the training cycle. 2. All proformas, training materials and manuals are kept up to date reflecting industry standards and trends. 3. Provide quarterly and or monthly reports to the CEO as required 4. Provide reports to Council as required by the CEO 	<ul style="list-style-type: none"> • Either maintain or supply information to admin staff for the update of training records. • Continual development of proformas and templates for the industry and HMMS members. • Quarterly reports to the CEO indicating progress against programmes. • Regular supervision/support meetings with CEO as planned by CEO or requested by the Specialist Officer.

KEY RESULT AREA 3 – FINANCIAL

Outcome: To contribute to NSW HMMS ongoing financial viability.

Responsibilities & Duties	Performance Indicators
<ol style="list-style-type: none"> 1. Adhere to all applicable finance policies and procedures. 2. Develop, review and maintain Technical Building Divisional budget in consultation with CEO and finance personnel. 3. Ensure that budget outcomes align with funding bodies requirements. 4. Ensure that training and resources are delivered in the most cost effective manner. 	<ul style="list-style-type: none"> • Applicable Finance policies/procedures adhered to. • Ensure that a balanced budget for the Technical Building department is developed and maintained. • Programs and services are subject to accurate costings and reviewed in relation to budget outcomes

KEY RESULT AREA 4 – ORGANISATIONAL AND BUSINESS DEVELOPMENT

Outcome: Effective management to take advantage of business development opportunities.

Responsibilities & Duties	Performance Indicators
<ul style="list-style-type: none"> • Identify and report opportunities that may arise or have potential to be business opportunities for NSW HMMS to expand and enhance its services. • Develop business cases for identified opportunities • In collaboration with the CEO develop Business Plans for identified opportunities going forward 	<ul style="list-style-type: none"> • Actively promote NSW HMMS within the field of Construction. • Bring to the table opportunities of joint opportunities for enhance service provisions. • Sound business cases and plans developed for identified opportunities

<ul style="list-style-type: none"> • Positively represent and promote NSW HMMS in all community and stakeholder contacts. • Disseminate NSW HMMS message to the broader community to enhance the community's understanding and acceptance of the needs of people with a disability and their carers. • Act in accordance with NSW HMMS policies and procedures. 	
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KEY RESULT AREA 5 – PERSONAL DEVELOPMENT

Outcome: To actively strive for continual professional and personal development.

Responsibilities & Duties	Performance Indicators
<ol style="list-style-type: none"> 1. Participate in training as required and as identified through performance reviews. 2. Actively participate in regular supervision and performance planning and review sessions. 3. Additional appropriate duties, which may from time to time be required, allocated or directed. 	<ul style="list-style-type: none"> • All training needs are attended to as required and as available. • Attends and participates in supervision and performance review process and responds to feedback and development opportunities as required.

KEY RESULT AREA 6 – WORKPLACE HEALTH AND SAFETY

Outcome: To ensure a safe environment for all NSW HMMS State Council staff and clients at all times.

Responsibilities & Duties	Performance Indicators
<ol style="list-style-type: none"> 1. Follow all policies, procedures and safe work method statements and use all equipment and substances according to relevant legislation. 2. Take responsible care for self and others who may be affected by actions and work activities. 3. Participate in WHS consultation and other communication forums. 4. Monitor workplace and activities for hazards and take correction action as necessary. 5. Report all hazards, incidents, injuries or 	<ul style="list-style-type: none"> • Compliance with NSW HMMS State Council policies, procedures, SWMSs and MSDSs. • Acts as role model for WHS awareness, foster and supports a safe working environment. • Understands and actively participates in consultation process. • Hazards within area of responsibility are managed proactively or reported to CEO. • All hazards, incidents, injuries and illnesses are reported as required within required timeframes.

<p>illnesses within appropriate timeframes.</p> <p>6. Attend training and/or follow up to ensure understanding of all relevant instructions and information.</p> <p>7. Additional appropriate duties which may from time to time be required allocated or directed.</p>	<ul style="list-style-type: none"> • Participates in all emergency and evacuation drills and all required WHS training at appropriate time, as directed.
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SIGNIFICANT WORKING RELATIONSHIPS

Internal

- Chief Executive Officer.
- Other staff employed and or contracted by NSW HMMS
- NSW HMMS State Council.

External

- NSW Government departments
- Commonwealth Government departments
- NSW HMMS Members
- The Home Modification Information Clearinghouse.
- Relevant professional networks
- Partners and Alliances
- Other community sector agencies
- Communities and community groups
- Contractors, consultants and suppliers

PERSON SPECIFICATION

Qualifications and Training

1. A current Builders Licence held for a minimum of 5 years as a fully Qualified Builder and active involvement in the building industry.
2. Cert IV Workplace Training or similar
3. A current NSW drivers licence

Knowledge and Experience

Essential

- Demonstrated experience and a thorough working knowledge of the HMMS industry
- Demonstrated knowledge of the Australian Building Code and Standards along with regulatory requirements of the Office of Fair Trading
- A commitment to quality assurance in the HMMS industry and a commitment to achieving positive client outcomes
- A demonstrated ability to work as a collaborative individual in a multi-disciplinary team
- A high standard of interpersonal skills
- A high level of ability to write reports and document items.
- Sound presentation skills
- A high standard of Computer literacy skills
- Demonstrated ability to project manage building related works
- Demonstrated ability of consulting skills
- Demonstrated ability to project manage various programs
- Demonstrated ability of management skills including an understanding of financials, i.e. budgets, profit and loss, etc
- Have the ability to Public Speaking at Conferences, Workshops and meetings

Desirable

- A sound knowledge of the aged care & disability reforms currently being implemented
- A sound knowledge of the National HACC Program Guidelines and the new HMMS Guidelines
- Demonstrated ability to liaise with government agencies and statutory bodies/representatives
- Demonstrated experience in the delivery of a training program
- Further tertiary education in related fields or equivalent industry experience
- Cert IV in Access Consulting
- Licensed Building Certifier

Attributes

- Resilience, integrity and a positive approach to resolving issues.
- Demonstrated ability in cultivating productive relationships and networks.

Other requirements

- Pass a Police Check and a Working with Children Check.
- Advise NSW HMMS in writing of any conditions which may impact ability to carry out the responsibilities.
- Ability to be flexible with work hours to meet reasonable demands of the position.

EMPLOYMENT CONDITIONS

Type of Employment

The terms of employment will be provided in a letter of offer employment agreement which will incorporate the provisions of the Social, Community, Home Care and Disability Services (SCHCADS) Industry Award 2010, Level 6 Pay point 3 unless specifically overridden. Commencing salary will be at above Award conditions of \$40.49 per hour for a 38 hour week.

AUTHORISATION

Employee Name:

Employee Signature:

Date: / /20

NSW HMMS State Council

Representative Name:

NSW HMMS State Council

Representative Signature:

Date: / /20