



Job Title: Infrastructure Services Coordinator

Recruitment Specialist: Sally Bartley and Warwick Bartley

Email: sallyb@peoplefusion.com.au and warwickb@peoplefusion.com.au

Phone: 02 4929 1666

- Advertising date Wednesday 5th of May 2021
- Advertising close date 19th of May 2021
- peoplefusion interviews will commence immediately up until Wednesday the 26th of May 2021
- Shortlisted candidates will be invited in for interview with HMRI post the 31st of May at a date yet to be confirmed
- Enquiries relating to specifics for this position can be directed to Warwick Bartley on (02) 4929 1666
- The covering letter should address three of the key responsibilities outlined in the position description
- This role reports to the Head of Infrastructure Cameron Morton

About HMRI

The mission of Hunter Medical Research Institute (HMRI) is to improve the health and wellbeing of the community by undertaking world-class research, from discovery to applied, in collaboration with their partners, the University of Newcastle, Hunter New England Local Health District and the Community.

HMRI was established in 1998 and, in 2012, opened the doors of their world class research facility they call home, which adjoins John Hunter Hospital, Newcastle.

As the world evolves, so too, does HMRI, and we are now at the exciting next phase of our journey towards being global leaders in the effective and efficient translation of health and medical research to develop high-value health solutions.

As part of the implementation of HMRI's current strategic plan, each position will be a maximum term contract until 30 September 2022 based on current funding model.

The new organisational structure will enable HMRI to continue to build on collaboration and efficiency, and to focus on activities and projects of greatest value to delivering vital life-changing health and medical research.

More information relating to Strategy 2019-2024 is located on the following pages and you can learn more about the exciting organisation that HMRI is by visiting www.hmri.org.au



Hunter
Medical
Research
Institute

Strategy

2019–2024



Research-driven solutions to our communities' health problems

Our Purpose

is to improve the health and wellbeing of our communities by undertaking world-class research, from discovery to applied, in collaboration with our partners.

Our Vision

is that HMRI, together with the University of Newcastle and the Hunter New England Local Health District, will be global leaders in the effective and efficient translation of health and medical research to high-value health solutions.

Our unique value proposition

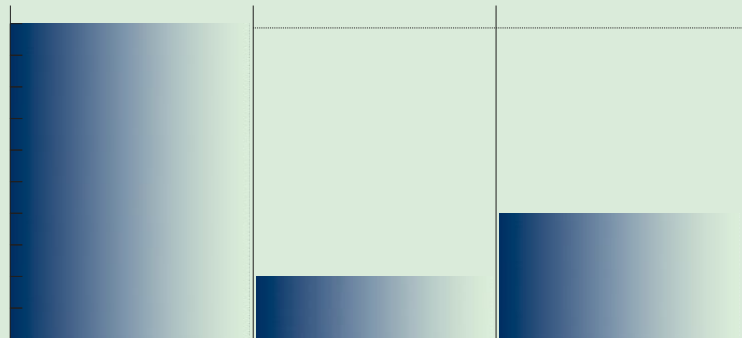
is the strength of our partnership – one University, one Local Health District and one Medical Research Institute that serve our communities. Our success depends on:

- leveraging the power of our partnership and
- creating value from our research for our partners.

To achieve our Vision we must address our key strategic challenge – to increase the translation of research that has a positive impact on the health and wellbeing of our communities.



Stages of Translational Research



Our current balance of activity



Our future balance of activity

1 Purpose: 3 Partners: 5 Goals

Our Purpose is to improve the health and wellbeing of our communities by undertaking world-class research, from discovery to applied, in collaboration with our partners.

We will increase the translation of research by pursuing five Strategic Goals.

Our Strategic Goals

1. Build on strength in discovery science
2. Drive an effective and efficient health research ecosystem
3. Increase research that translates knowledge into health solutions
4. Become leaders that influence policy and practice
5. Create health and wealth for our region and nation

N

Our 2019 Initiatives to address these Strategic Goals.

Science Strategy

Reset HMRI's research priorities and program structures to build on our strengths in discovery science and increase our research that translates knowledge into high-value health solutions.

Clinical Trials Support Unit

To grow the number of high-quality, high-value Chief Investigator-led and industry-funded trials for patients in our communities.

Industry Engagement Strategy

To grow the commercialisation and translation of research into health solutions through collaborations between our researchers and industry partners and grow industry revenue for HMRI.

Continue to Build Organisational Capability and Capacity

To support the changes needed for HMRI to deliver this Strategy.

Incentivise multi-disciplinary research for major health challenges

Provide seed funding for ambitious, multi-disciplinary and multi-partner research applications to address major health/care problems



In partnership with our community



Health
Hunter New England
Local Health District

Infrastructure Services Coordinator

Group	Corporate
Unit	Infrastructure
Reports to	Head of Infrastructure
Direct reports	Nil
Work location	HMRI Building, 1 Kookaburra Drive, New Lambton Heights
Employment status/type	Full-time (1.0 FTE)
Date (created or reviewed)	April 2021

Position purpose

The position of Infrastructure Services Coordinator is to provide high quality and efficient facilities management services. This position is responsible for coordinating building maintenance, contracts, contractor management and management of the online Facility Management System. This position also provides support to all facets of Building Infrastructure both hard and soft services.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

- Manage contracts (e.g. cleaning, waste management) including the procurement process, contract administration and performance.
- Oversee capital, preventative, and reactive maintenance program
- Management of Facility Management Systems and Processes - utilization, development, and improvement
- Financial Management - creation and closure of work orders, vetting of invoices for performance of service reports and updating fixed asset registers
- Maintain business continuity and disaster recovery plans and records
- Research facility support – working with scientific services for the maintenance coordination, procurement, and consumables requirements
- Assist with other building matters as required e.g. event set up
- Maintain records as required in support of any prevailing legislation, quality process, guidance note, technical requirement or internal policy or procedure.
- Ensure any operational or quality assurance matters which have the potential to or have breached any policy or quality assurance guidelines are noted at the earliest instant, and the Head of Infrastructure is informed and supported throughout the resolution process.
- Ensure records are updated and maintained for all equipment maintenance, calibration and change control records and consumable requirements.
- Key member of Infrastructure team cascading call-out list to ensure 24/7 coverage of building issues resolution management.

HMRI expectations & legal compliance

- HMRI expects its people to contribute to the efficient and effective functioning of the organisation to meet HMRI and team strategic and operational objectives. This includes actively participating in the Individual Performance Plan and Review process, demonstrating appropriate and professional behaviour in accordance with HMRI's values and Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed.
- All HMRI employees are expected to:
 - Make sound time management judgement in relation to prioritising work and meeting deadlines.
 - Perform their responsibilities in a manner which reflects and responds to continuous improvement.
 - Contribute to the effectiveness of the team.
 - Take responsibility for personal career development and training.
 - Read, understand and comply with all HMRI policies, procedures, and reasonable direction, as amended from time to time.
 - Ensure the reputation and integrity of HMRI is maintained at all times.
 - Maintain confidentiality at all times.
 - Attend HMRI-related functions, meetings, seminars, and/or training courses as directed, from time to time, by your supervisor.
 - Undertake risk management in accordance with HMRI's Risk Management Framework and actively support and participate in the risk management processes adopted by HMRI which include identifying, analysing and evaluating risk that may impact on HMRI.
 - Demonstrate understanding of the principles of anti-discrimination, equity, work health and safety and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies and programs.

Other job-related information

Identification check

- The person appointed to this position will be required to complete a 100-point identification check and employment is subject to proof of the right to work in Australia.

Pre-existing injury

- The person appointed to this position will be required to disclose any pre-existing physical and/ or psychological injuries or disease that might be affected by employment in this position. This will assist HMRI in providing a safe work environment.

Additional hours

- The person appointed to this position may be required to undertake occasional work out of ordinary hours from time to time as may be required during employment.

Essential position requirements

- Extensive experience in an end-to-end Facilities Management role which includes contracts management, performance, and administration.
- Experience with capital, preventative, and reactive maintenance programs
- Understanding of disaster recovery and business continuity planning
- Management of Facility Management Systems and Processes ensuring ongoing business process improvement, data integrity and accurate file management.
- Ability to work in a high performing team environment with the skills to provided support to the Head of Infrastructure and the broader team
- Provided excellence in client services both face to face and via email to ensure effective services are delivered back to the organisation and its people.
- Ensure records are updated and maintained for all equipment maintenance, calibration and change control records and consumable requirements
- Participate as a key member of the Infrastructure team cascading call-out list to ensure 24/7 coverage of building issues resolution management.

HMRI ORGANISATIONAL CHART FEBRUARY 2021

