

Position Description

At REDHS, our vision is to be a trusted leader in our local rural health care. **Growing Together – Our People, Our Culture, Our Future.** reflects our commitment to achieving this by fostering a workplace where people feel valued, respected and connected.

As a trusted service provider, our actions shape our culture and influence the experience of those we serve. This Position Description outlines the responsibilities and expectations of the role and its contribution to our mission and strategic objectives. At REDHS, how we achieve outcomes is as important as the outcomes themselves.

All employees are required to comply with the REDHS values and demonstrate them consistently in their daily work to support our people, strengthen our culture and positively impact our community.

Position Title	Assets and Capital Works Manager
Position ID	
Department	Office of the CEO
Award	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2025-2027
Classification	Administration Grade 5-6 (Dependent on qualifications and experience) HS5 – HS6
Employment Type	Full Time / Part time – Fixed Term (2 years)
Reports To	Chief Executive Officer
Direct Reports	Nil
Date Document Approved	28 September 2026
Approved by	CEO
Purpose of Position	
The Asset & Capital Works Manager ensures that REDHS's has the required physical and digital infrastructure to support safe, effective and sustainable health service delivery. The Manager is accountable for developing and maintaining a coordinated long-term asset and capital works program, including the identification of infrastructure priorities, asset renewal requirements and funding opportunities. Specifically, the position is responsible for the strategic asset management planning, asset lifecycle management, capital investment planning, infrastructure risk management, capital works delivery and asset-related legislative and regulatory compliance. The role oversees ICT and digital infrastructure associated with REDHS facilities and service delivery, including nurse call, security, communications and other clinical and non-clinical systems and applications, working collaboratively with Loddon Mallee Shared Services (LMSS) and relevant internal and external stakeholders. The position reports to the CEO and works closely with the Executive Team, clinical and operational leaders, LMSS, contractors, consultants and government and funding bodies to ensure REDHS assets and infrastructure are fit for purpose, sustainable, compliant, appropriately funded and aligned with organisational strategy. The role provides strategic leadership across asset governance, infrastructure planning, capital project delivery, risk management, data governance, continuous improvement and change, supporting REDHS to maintain a safe, sustainable and contemporary health service environment.	

Key Accountabilities & Performance Indicators (Focus on 6–8 high-impact areas)

Key Accountabilities (Strategic Focus)	Performance Indicators (Measures of Success)
Strategic Asset Management & Planning	• Lead the development and implementation of REDHS's strategic asset management framework and long-term asset management plans. • Maintain a comprehensive understanding of REDHS's asset portfolio, including buildings, infrastructure, plant, equipment, technology-enabled systems and other critical assets. • Lead asset lifecycle assessment and planning, including acquisition, utilisation, maintenance, renewal, replacement and disposal. • Develop asset investment priorities based on service requirements, asset condition, risk, criticality, lifecycle costs and available funding. • Provide strategic advice to the CEO and Executive Team regarding asset condition, investment requirements, emerging infrastructure risks and future capital needs. • Ensure asset planning is aligned with organisational strategy, service planning, clinical requirements and long-term financial sustainability.
Capital Works & Infrastructure Project Delivery	• Lead the planning, prioritisation and delivery of REDHS capital works and infrastructure projects. • Develop and maintain a coordinated long-term capital works program aligned with organisational priorities and available funding. • Establish appropriate project governance, scope, budget, timelines, risk controls and reporting requirements for capital works projects. • Oversee consultants, contractors and project partners to ensure projects are delivered safely, effectively and in accordance with approved requirements. • Ensure clinical, operational, consumer, accessibility, infection prevention and safety considerations are incorporated into capital works planning and delivery. • Provide regular reporting to the CEO, Executive Team and relevant governance committees on project progress, expenditure, risks, issues and outcomes. • Ensure appropriate commissioning, handover, documentation and asset registration occurs following completion of capital works.
Asset Lifecycle, Funding & Grant Development	• Lead the identification of asset renewal, replacement and infrastructure investment requirements. • Develop business cases, investment proposals and funding submissions to support asset and capital priorities. • Identify relevant government, health sector and other funding and grant opportunities. • Coordinate the development of grant applications and supporting documentation in collaboration with relevant internal stakeholders. • Develop evidence-based funding priorities using asset condition, criticality, risk, service demand and lifecycle information. • Monitor funded projects and ensure expenditure and reporting requirements are appropriately managed. • Provide strategic advice regarding the financial implications of asset lifecycle decisions, including whole-of-life costs.
ICT, Digital Infrastructure & Technology-Enabled Assets	• Provide organisational oversight of ICT and digital infrastructure associated with REDHS facilities and service delivery, in collaboration with LMSS and relevant technology providers. • Ensure appropriate consideration of technology requirements within capital works, infrastructure planning and asset lifecycle decisions.

	• Provide strategic oversight of facility-related systems including nurse call, security, access control, communications, monitoring and other clinical and non-clinical systems of operation. • Work collaboratively with LMSS to identify ICT infrastructure, software and other technology requirements associated with buildings, facilities and capital projects. • Ensure technology-enabled assets are appropriately planned, documented, maintained and incorporated into asset management processes. • Identify emerging technology, infrastructure and digital risks that may affect service continuity, patient safety, security or organisational operations. • Support effective integration of physical infrastructure and digital systems within new and redeveloped facilities.
Asset Governance, Risk, Compliance & Strategic Leadership	• Establish and maintain effective governance frameworks, systems and controls for REDHS assets, infrastructure and capital works. • Ensure accurate, reliable and appropriately governed asset registers, infrastructure data, condition assessments, lifecycle information and capital planning records. • Lead strategic identification and management of risks associated with REDHS buildings, infrastructure, assets and critical systems, including assessment of asset condition, criticality, service impact and business continuity requirements. • Ensure asset-related legislative, regulatory, accreditation, safety and organisational requirements are identified, monitored and appropriately addressed. • Develop and monitor appropriate risk mitigation, renewal, replacement and contingency strategies for critical assets and infrastructure. • Ensure asset and infrastructure planning incorporates resilience, emergency preparedness, business continuity, service continuity and long-term sustainability considerations. • Provide assurance and strategic advice to the CEO and the Executive Team regarding asset governance, compliance, infrastructure risks, investment priorities and emerging issues. • Provide clear and timely advice on capital requirements, project implementation and emerging issues • Develop effective partnerships with relevant contractors and other stakeholders to support asset and infrastructure outcomes. • Lead continuous improvement in asset management systems, governance, data quality, capital planning and infrastructure performance. • Promote contemporary, sustainable and cost-effective approaches to asset stewardship and infrastructure investment • Ensure strategic decisions balance service quality, patient and consumer needs, workforce requirements, safety, risk, financial sustainability and long-term organisational priorities.
Actively demonstrates and embeds the REDHS values in all actions, decisions and interactions, contributing to a safe, respectful, inclusive and high-performing culture aligned to Growing Together: Our People. Our Culture. Our Future.	• Champions REDHS values and embed positive behaviours that strengthen trust and accountability. • Ensures strategic decisions balance service excellence, people wellbeing and long-term financial and infrastructure sustainability. • Positions REDHS as a trusted, values-driven rural health leader within the community and industry.

Key Relationships

Internal Relationships
• CEO – Strategic advice, asset and infrastructure priorities, capital investment, significant risks, compliance, change management project performance and alignment with REDHS strategic objectives. • Executive Team – Asset priorities, capital works, infrastructure requirements, project planning, operational impacts, risk management and escalation of significant matters. • Clinical & Operational Managers – Identification of asset, infrastructure and technology requirements, service planning, capital works impacts, risk management and coordination of projects affecting service delivery. • Loddon Mallee Shared Services (LMSS) and other providers – ICT infrastructure, hardware and technology requirements, digital systems, security, communications and integration of technology into asset and capital works planning. • Finance / Business Services – Capital planning, budgets, expenditure, business cases, procurement, funding submissions and financial reporting. • Quality, Risk & Compliance – Asset-related risks, compliance, accreditation, incident management, governance, audits and corrective actions. • People & Culture / WHS – Workforce impacts, consultation, safety requirements, staff considerations associated with infrastructure and capital works.
External Relationships (Community, Industry etc)
• Government & Regulatory Bodies – Compliance with applicable legislation, regulations, health service standards, building requirements, asset and infrastructure obligations, and capital works requirements. • Contractors, Consultants & Project Partners – Capital works delivery, project management, technical advice, asset assessments, contractor performance, quality, safety, compliance, timelines and budgets. • ICT, Technology & Specialist Service Providers – Technology infrastructure, nurse call, security, communications, digital systems, equipment, servicing, technical support and asset lifecycle requirements. • Funding Bodies & Grant Providers – Capital funding opportunities, grant submissions, project requirements, reporting and acquittal obligations. • Asset, Engineering & Facilities Specialists – Asset condition assessments, lifecycle planning, engineering advice, infrastructure planning, compliance and technical requirements. • Community & Industry Organisations – Sector engagement, benchmarking, emerging practices, professional networks and opportunities to improve asset management, infrastructure and capital planning.

Key Selection Criteria & Capabilities

Key Selection Criteria
Qualifications
• Relevant tertiary qualification in Asset Management, Engineering, ICT, Project Management, Facilities Management or a related discipline, or substantial demonstrated equivalent experience.
Essential Registrations
• Current Police Check • Current Influenza Vaccine
Technical and Professional Capabilities
• Demonstrated experience in strategic asset management (including ICT) and capital works, preferably within a health, aged care or similarly regulated environment. • Demonstrated experience in capital works planning and delivery, including project governance, implementation, risk management and contractors' management.

- Demonstrated experience in developing asset investment plans, business cases and funding submissions
- Knowledge of asset-related legislative, safety, compliance and accreditation requirements.
- Demonstrated understanding of ICT and technology-enabled infrastructure, hardware and software, including clinical systems of operation such as nurse call, security etc.
- Demonstrated ability to use asset data, condition assessments and risk information to inform investment and lifecycle decisions.
- Strong contract, change and stakeholder management skills.
- Proficiency in Microsoft Office and relevant asset, project, facilities management systems.

Personal & Leadership Capabilities

- **Strategic Leadership** – Translates organisational priorities into effective asset, infrastructure and capital investment strategies.
- **Project & Commercial Acumen** – Effectively manages projects, budgets, resources, contracts and competing priorities to achieve sustainable outcomes.
- **Risk, Governance & Compliance** – Applies sound judgement to asset, infrastructure, safety, compliance and business continuity risks.
- **Stakeholder Engagement** – Builds effective relationships with Executive, clinical and operational leaders, LMSS, contractors, consultants and external stakeholders.
- **Planning & Problem Solving** – Uses evidence, data and sound judgement to identify priorities, resolve complex issues and develop practical solutions.
- **Continuous Improvement & Innovation** – Identifies opportunities to improve asset performance, infrastructure planning, systems and service sustainability.
- **Professionalism & Values** – Demonstrates integrity, accountability and professionalism and actively models REDHS values in all actions, decisions and interactions.

Growing Together – Our People. Our Culture, Our Future.

REDHS Values and Behaviours

Our culture is shaped by the values and behaviours we demonstrate every day, and our commitment extends beyond our organisation into the community we serve.

Employees are required to comply with the REDHS Values, as the way we behave in the workplace and the manner in which we undertake our roles is just as important as how we perform the tasks associated with them.

We expect all employees to embrace the REDHS Values and demonstrate them consistently in their daily work, contributing positively to our people, strengthening our culture, and supporting our community.

R	Reliability We are trustworthy and consistent in everything we do, ensuring safe, high-quality care for our patients, residents, and the community at all times.
E	Engagement We work collaboratively with colleagues, patients, and our community to address challenges, create opportunities, and bring about positive change in rural health and wellbeing.
D	Diversity We respect and embrace the unique needs, experiences, and perspectives of every individual, ensuring culturally safe and inclusive care for all.
H	Hospitality We welcome and treat everyone with warmth, empathy, and generosity, creating a positive and compassionate experience for patients, families, colleagues, and visitors.
S	Sustainability We deliver care responsibly today while making decisions and using resources that safeguard the health, wellbeing, and future of generations to come.

Employment Obligations

Employment Principles
REDHS is committed to the employment principles that reinforce the public sector values. These principles ensure: • Employment decisions are based on merit and employees are treated fairly and reasonably • Employees have a reasonable avenue of redress against unfair or unreasonable treatment • Equal employment opportunity is provided • Human Rights are upheld in accordance with the Charter of Human Rights and Responsibilities Act 2006
Professional Conduct and Organisational Compliance
Employees of REDHS must perform the inherent requirements of their role to a professional standard and comply with all REDHS policies, procedures, Codes of Conduct, values and lawful directions, as well as applicable legislation, industrial instruments and accreditation standards. All staff must demonstrate the REDHS Values, maintain confidentiality, access information only as required for legitimate work purposes, participate in the Performance Review and Development program, complete mandatory training and engage in relevant professional development.
Personal Centred Care
All staff are required to support the REDHS “This is Me” philosophy by treating all individuals with dignity and respect, supporting informed decision-making and providing care and service that recognises individual needs and rights.
Work Health Safety & Risk
All employees must take reasonable care for their own health and safety and that of others, follow safe work practices, use personal protective equipment as required, report hazards, incidents and risks in accordance with REDHS systems, participate in emergency preparedness activities and contribute to organisational risk management and continuous quality improvement.
Clinical Practise Requirements (Clinical roles)
Employees in clinical roles must maintain current registration and/or licensing, practise within their approved scope, complete required competencies, deliver safe person-centred care aligned with NSQHS and professional standards, and participate in clinical risk management and multidisciplinary collaboration.
Employment Conditions
Appointment and ongoing employment are subject to satisfactory pre-employment checks including Police Records Check, Working with Children Check (where applicable), NDIS Worker Screening Check for identified risk-assessed roles, and staff immunisation clearance in accordance with REDHS policy, as well as disclosure of any pre-existing condition that may affect the inherent requirements of the role.

Additional Requirements

Position Review
• This Position Description may be reviewed and amended at any time, with approval from the relevant Director and in consultation with the employee. • Appointment is subject to satisfactory Staff Immunisation clearance and required pre-employment checks relevant to the position • This document outlines the general duties and responsibilities of the role and is not exhaustive. • An initial performance review will occur within three months of commencement and annually thereafter. These discussions provide an opportunity to review responsibilities, clarify expectations and set objectives for the year ahead.
Acceptance of the Position
This Position Description: • Is to be read in conjunction with the employee’s Contract of Employment, applicable Enterprise Agreement, and REDHS policies, procedures and Codes of Conduct. • May be amended from time to time in consultation with the employee.

- Reflects the general duties and responsibilities of the role and is not intended to be exhaustive.

By signing below, the employee acknowledges that they have read, understood and agree to comply with the requirements and responsibilities outlined in this Position Description and associated employment documentation.

Name	
Date	
Signature	