



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

		Position No:	615039
Division:	WA Country Health Service	Title:	Administrative Assistant
Branch:	Central Office	Classification:	HSO Level G3
Section:	Postgraduate Medical Education Unit	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	<table><tr><td>Title:</td><td>Director Postgraduate Medical Education Unit</td></tr><tr><td>Classification:</td><td>Medical Administrator</td></tr><tr><td>Position No:</td><td>SMP Year 1 - 9 614409</td></tr></table>	Title:	Director Postgraduate Medical Education Unit	Classification:	Medical Administrator	Position No:	SMP Year 1 - 9 614409	OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION: <table><tr><td><u>Title</u></td></tr><tr><td>Medical Education Officer x2</td></tr><tr><td>Simulation Education Coordinator</td></tr></table>	<u>Title</u>	Medical Education Officer x2	Simulation Education Coordinator
Title:	Director Postgraduate Medical Education Unit										
Classification:	Medical Administrator										
Position No:	SMP Year 1 - 9 614409										
<u>Title</u>											
Medical Education Officer x2											
Simulation Education Coordinator											
Responsible To	<table><tr><td>Title:</td><td>Senior Project Officer</td></tr><tr><td>Classification:</td><td>HSO Level G8</td></tr><tr><td>Position No:</td><td>614958</td></tr></table>	Title:	Senior Project Officer	Classification:	HSO Level G8	Position No:	614958				
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This position	<table><tr><td>Title:</td><td>Administrative Assistant</td></tr><tr><td>Classification:</td><td>HSO Level G3</td></tr><tr><td>Position No:</td><td>615039</td></tr></table>	Title:	Administrative Assistant	Classification:	HSO Level G3	Position No:	615039				
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Classification:	HSO Level G3										
Position No:	615039										

Positions under direct supervision:	Other positions under control:				
<table><tr><td>Position No.</td><td>Title</td></tr></table>	Position No.	Title	<table><tr><td>Category</td><td>Number</td></tr></table>	Category	Number
Position No.	Title				
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Section 3 – KEY RESPONSIBILITIES

Provides comprehensive clerical and administrative support to the Postgraduate Medical Education Unit (PMEU) team and Director. Responsible for day to day general clerical, administrative and accounting functions for the unit.

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Aboriginal health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE

To improve, promote and protect the health of country Western Australians.

WHAT WE STAND FOR

Quality health services for all.

Improving the health of Aboriginal people and those most in need.

A fair share for country health.

Supporting our team – workforce excellence and stability.

OUR VALUES

Community – making a difference through teamwork, generosity and country hospitality.

Compassion – listening and caring with empathy and dignity.

Quality – creating a quality health care experience for every consumer.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity with a fair share for all.

WA Country Health Service – Central
Office

25 January 2016
REGISTERED

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	General Administration		
1.1	Provide a confidential clerical and administrative support service to the Director of the PMEUE and the team members.		
1.2	Manages telephone enquiries.		
1.3	Maintains a records and filing system, including organising general office systems.		
1.4	Coordinates internal and external communication and correspondence for the PMEUE Team.		
1.5	Manages travel and accommodation requirements for the PMEUE staff as required.		
1.6	Prepares written correspondence for staff as requested and undertakes follow up action as required.		
1.7	Coordinates meetings, including the preparation of agendas, recording and distribution of minutes for the Director and the PMEUE staff.		
1.8	Arranges the requisition and purchases of goods on behalf of the PMEUE team.		
1.9	Undertakes research on behalf of the PMEUE team.		
2.0	Maintains PMEUE promotional material.		
2.0	Accounts Administration		
2.1	Monitors payment of debtor's accounts and engages in follow up actions as required.		
2.2	Monitors and maintains monthly income and expenditure.		
2.3	Checking of invoices, claims and other records in support of the Director and PMEUE team as required.		
3.0	OTHER		
3.1	Undertake special projects as required		
3.2	Other duties as directed by the Director and team of the PMEUE.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated experience in providing executive support to senior management, and the understanding of maintaining confidentiality.
2. Demonstrated knowledge of standard accounting practices and procedures,
3. Well developed interpersonal and good communication (written and verbal) skills, with the ability to liaise effectively with people at all levels.
4. Well developed planning, time management and organisational skills, and the ability to work with minimal supervision, exercising discretion and using initiative.
5. Excellent word processing skills and experience in computer based systems.
6. Demonstrated ability to minute taking and recording at executive level.

DESIRABLE

1. Knowledge of the Health Department policies, procedures and systems.
2. Current knowledge and commitment to equal Opportunity in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location		Accommodation	
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance 		
Specialised equipment operated			

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: ____/____/____
Executive Services

Signature and Date: ____/____/____
Chief Executive Officer

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

