



HSS Registered

Executive Assistant - Chief Executive

Health Salaried Officers Agreement: Level G5

Position Number: 602788

Chief Executive Office

East Metropolitan Health Service

Reporting Relationships

Chief Executive
East Metropolitan Health Service



Director, Office of the Chief Executive



This Position



Directly reporting to this position:

Title	Classification	FTE



Also reporting to this supervisor:

- Manager, Corporate Communications, HSO G-10
- Executive Assistant, HSO G-4
- Manager, Integrity & Ethics, HSO G-10
- Senior Project Officer (Ministerial & PQ), HSO G-8
- Manager, PMO, HSO G-10

Key Responsibilities

Provides executive secretarial and administrative support to the Chief Executive. Responsible for ensuring efficient and effective administrative and information systems for the Chief Executive.

Brief Summary of Duties (in order of importance)

1. ADMINISTRATIVE

- 1.1 Screens incoming correspondence including e-mails, redirects to appropriate staff for action; draws the CE's attention to urgent and important items and takes action as appropriate to facilitate management of work flow through the office; drafts routine correspondence; supervises a tracking system for the effective management of correspondence.
- 1.2 Arranges and maintains a schedule of appointments for the Chief Executive. Organises meetings and briefings. Prepares agenda and supporting documentation; recording and distributing minutes; ensures appropriate follow-up action through liaising with relevant personnel as required.
- 1.3 Liaises confidentially with all executive members, staff and external bodies, i.e. the office of the Minister for Health, and the office of Director General, Department of Health.
- 1.4 Researches, compiles and collates files, papers and other information to brief the CE on issues or to prepare for presentations, meetings and conferences.
- 1.5 Provides assistance to the CE's support staff to maximise office efficiency when necessary.
- 1.6 Monitors all incoming articles, magazines, Government Gazettes etc. for items of interest/relevance and presents to the Chief Executive.

2. SECRETARIAL

- 2.1 Types correspondence and reports and prepares complex documents to a very high standard of accuracy and presentation.
- 2.2 Develops, implements and maintains efficient and effective record and information systems. Ensures appropriate records are kept, files and retrieves information; ensures the security of confidential documents.
- 2.3 Organises travel as required by the Chief Executive.
- 2.4 Processes expenditure incurred by the Chief Executive.

3. EMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Considerable experience in an executive support role at a senior level.
2. A high degree of interpersonal skills and proven ability to communicate with senior executives.
3. Proven ability to show initiative and exercise discretion.
4. Excellent written and verbal communications skills including meeting preparation and minute taking.
5. Demonstrated high-level time management skills.
6. Proven ability to work in a confidential work environment.

Desirable Selection Criteria

1. Previous experience in a health care environment.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

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

_____ Manager / Supervisor Name	_____ Signature	or	_____ HE Number	_____ Date
_____ Dept. / Division Head Name	_____ Signature	or	_____ HE Number	_____ Date

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

_____ Occupant Name	_____ Signature	or	_____ HE Number	_____ Date
_____ Effective Date				

HSS Registration Details (to be completed by HSS)

Created on _____ Last Updated on 06/07/2016 he108661