

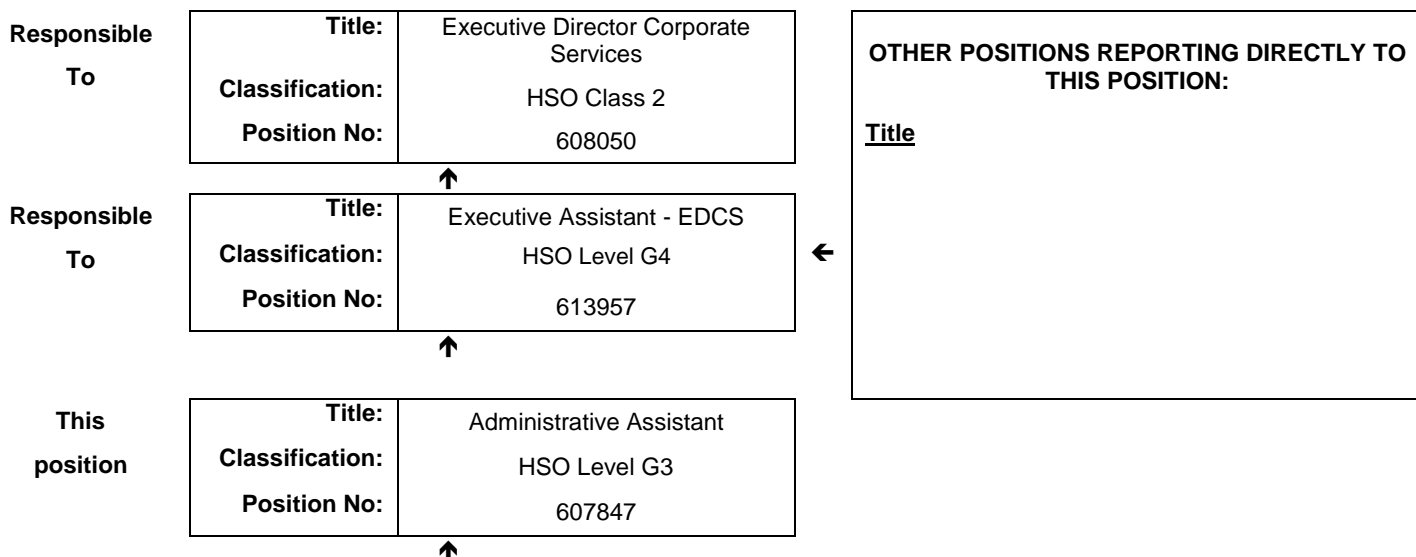


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	607847
Division:	Area Office	Title:	Administrative Assistant
Branch:	Corporate Services	Classification:	HSO Level G3
Section:	Corporate Services Support	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS



Positions under direct supervision:	← Other positions under control:				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Position No.</td> <td style="width: 50%;">Title</td> </tr> </table>	Position No.	Title	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Category</td> <td style="width: 30%;">Number</td> </tr> </table>	Category	Number
Position No.	Title				
Category	Number				

Section 3 – KEY RESPONSIBILITIES

Provide efficient and effective clerical and administrative support to designated managers within Corporate Services Division.

WA Country Health Service – Central Office
11 August 2016
REGISTERED

TITLE	Administrative Assistant	POSITION NO	607847
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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.

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Office

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	CLERICAL	D	50%
1.1	Provide a confidential clerical support service to respective manager/s as directed.		
1.2	Arrange appointments and maintain a diary of appointments and meetings for respective manager/s as directed.		
1.3	Compile and collate files, papers and other information to brief the manager/s on specific issues or in preparation for meetings.		
1.4	Maintain a diary/bring-up system of commitments and reminders for the manager/s of actions required and initiate follow-up with other staff to ensure that commitments are met.		
1.5	Attend to telephone enquiries, screening and directing calls as necessary.		
1.6	Receive and screen visitors and phone calls and redirect to other staff as appropriate.		
1.7	Attend to all correspondence for respective manager/s as directed, drafting and preparing routine correspondence as required.	D	45
2.0	ADMINISTRATIVE		
2.1	Coordinate committee meetings as directed by respective manager/s including initiating and preparing agendas, attending meetings and recording and distributing minutes, as required; follow up allocated tasks prior to next meeting.		
2.2	Organise other meetings and forums as required, making appropriate room and technology bookings as required.		
2.3	Raise requisitions and stationery orders including catering and other services and supplies. Obtain quotes as necessary and facilitate payment of accounts and authorised invoices; complete requisitions and forward for processing.		
2.4	Liaise with respective managers and other parties to make arrangements for ongoing internal and external communications as required, for example: teleconferencing and videoconferencing.		
2.5	Manage travel and accommodation requirements for respective manager/s, prepare itineraries including liaising with relevant travel services.		
2.6	Update policy documents, guidelines and procedures as directed		
2.7	Maintain filing system, ensuring appropriate records are kept; file and retrieve information, ensuring the security and confidentiality of documents for manager/s.		
2.8	Undertake other administration tasks as directed.		
3.0	OTHER		
3.1	To ensure continuity of service, the incumbent may be required to provide cover for other administrative officers for short periods of time as necessary e.g. lunchbreaks etc.		
3.2	Undertake other duties as required.		
	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 high level secretarial, reception and administrative skills with experience in working with senior managers.
2. Well developed interpersonal and communication skills (written and verbal), with the ability to liaise effectively across all levels internal and external to the organisation.
3. Ability to maintain confidentiality and use discretion in seeking and relaying information.
4. Well developed time management and organisational skills, and the ability to work within tight deadlines with minimum supervision.
5. High level word processing skills with experience in the use of MS Office suite.
6. Demonstrated experience in meeting preparation, minute taking, recording and distribution at senior level.

Section 6 – APPOINTMENT FACTORS

Location	Perth	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

