

JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

GREAT SOUTHERN		Position No:	615205
Division:	Great Southern Mental Health Service	Title:	Business Support Officer
Branch:		Classification:	Level G-5
Section:		Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title: Manager Mental Health
	Classification: HSO Level G-10
	Position No: 007616
↑	
Responsible To	Title: Mental Health Safety and Quality Officer
	Classification: HSO Level G-7
	Position No: 615189
↑	
This position	Title: Business Support Officer
	Classification: Level G-5
	Position No: 615205
↑	

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
614887 Administrative Assistant HSO G3

Positions under direct supervision:	← Other positions under control:								
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Position No.	Title			<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Category	Number		
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Section 3 – KEY RESPONSIBILITIES

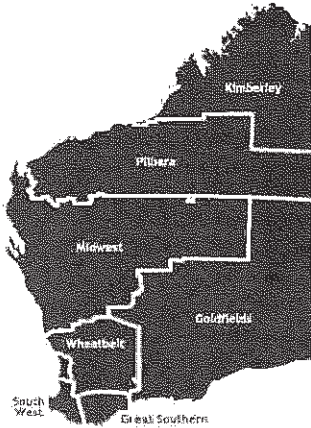
Responsible for business functions to support Great Southern Mental Health Service (GSMHS). Coordinates the adherence of office systems and business processes within GSMHS including effective information management, human resource, financial activities and secretariat for GSMHS Manager.

WA Country Health Service

Effective date of document
9 June 2015

REGISTERED

TITLE	Business Support Officer	POSITION NO	615205
		CLASSIFICATION	Level G-5



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

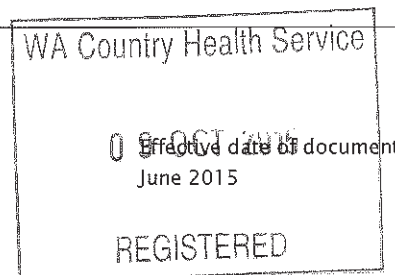
Community – making a difference through teamwork, generosity and country hospitality.

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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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1	BUSINESS MANAGEMENT	D	40
1.1	Supports Manager GSMHS in monitoring and reporting upon financial and administrative objectives.		
1.2	Responsible for daily management of delegated administrative functions, ensuring compliance with relevant policies.		
1.3	Assists with preparing briefings, draft responses, and other correspondence to assist Manager GSMHS maintain communication and meeting processes.		
1.4	Provides support to the GSMHS Management Committee including contributing to development and implementation of business and operational plans, and providing secretariat duties.		
1.5	Acts as a representative of the GSMHS in a liaison role internally and externally as requested/defined in consultation with Safety and Quality Officer.		
1.6	Continuously reviews and improves business processes and administrative systems within GSMHS to improve efficiency and effectiveness of the service.		
1.7	Provides executive support to the Manager GSMHS as required.		
2	PROJECT SUPPORT	D	30
2.1	Provides quality improvement initiatives for Records Management, Intranet and Secretariat for the GSMHS.		
2.2	Maintains the GSMHS intranet site, ensuring all records are up to date and compliant with WACHS policies and guidelines.		
2.3	Disseminate information in appropriate and timely fashion.		
2.4	Undertake research support as directed by Manager GSMHS.		
2.5	Assist with project and secretariat support as required Manager GSMHS.		
3	HUMAN RESOURCE MANAGEMENT	D	15
3.1	Provide effective human resource management strategies and practices.		
3.2	In liaison with corporate HR staff, ensures appropriate systems are developed and maintained for the human resource functions of the GSMHS.		
4	FINANCIAL MANAGEMENT	D	10
4.1	Administers and coordinates procurement for the GSMHS.		
4.2	Ensures business process compliance with Financial Administration and Audit Act (FAAA), Treasury Instructions and WACHS policy.		
4.3	In consultation monitors and advises on budgets for the GSMHS.		
4.4	Prepares and provides reports to the GSMHS as required on financial performance of the team and other matters of relevance.		
5	OTHER	O	5
5.1	Attends in-service training programs and positively participates in performance management programs.		
5.2	Participates in continuous quality improvement activities and applies quality improvement principles to all duties performed.		
5.3	Performs other duties as directed by the Manager GSMHS.		
<p><i>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.</i></p>			

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated experience and skills in financial management and budget preparation
2. Current knowledge and experience in human resource management
3. Demonstrated experience in project management and research support
4. Well-developed interpersonal and verbal and written communication skills, including report writing, with the ability to liaise effectively with people across all organisational levels
5. Demonstrated ability to prioritise and organise workloads to meet completion deadlines, providing information and support when required
6. Sound office management and administrative skills with experience including records management and the development and maintenance of office systems and procedures.
7. Sound computer skills, including Microsoft Office and system applications
8. Current 'C' class drivers licence

DESIRABLE

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

Section 6 – APPOINTMENT FACTORS

Location	Albany	Accommodation	As determined by the WA Country Health Service Policy
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 • Current C Class drivers licence 		
Specialised equipment operated			

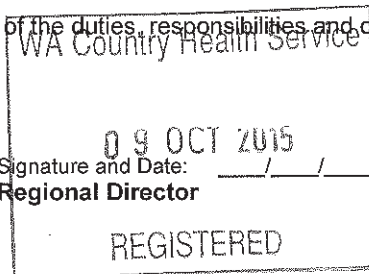
Section 7 – CERTIFICATION

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

Signature and Date
Manager

[Handwritten Signature]
7.10.15.

Signature and Date:
Regional Director



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

