



### JOB DESCRIPTION FORM

#### Section 1 – POSITION IDENTIFICATION

<b>GREAT SOUTHERN</b>		<b>Position No:</b>	615089
<b>Division:</b>	Multi-Purpose Sites	<b>Title:</b>	<b>Administrative Assistant</b>
<b>Branch:</b>	Operational Management	<b>Classification:</b>	<b>Level G-3</b>
<b>Section:</b>		<b>Award/Agreement</b>	Health Salaried Officers Agreement

#### Section 2 – POSITION RELATIONSHIPS

Responsible To	<b>Title:</b>	Regional Director
	<b>Classification:</b>	HSO Class 1
	<b>Position No:</b>	008024
↑		
Responsible To	<b>Title:</b>	Operations Manager MPS
	<b>Classification:</b>	HSO Level G-11
	<b>Position No:</b>	613602
↑		
This position	<b>Title:</b>	<b>Administrative Assistant</b>
	<b>Classification:</b>	HSO Level G-3
	<b>Position No:</b>	615089
↑		

#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<b>Title</b>
005424 DON/HSM Plantagenet Cranbrook SRN L7
005509 Director of Nursing Denmark SRN L7
006059 DON/HSM Central Great Southern SRN L7
601647 Director of Nursing Ravensthorpe SRN L5
614924 Senior Project Officer HSO LG-7

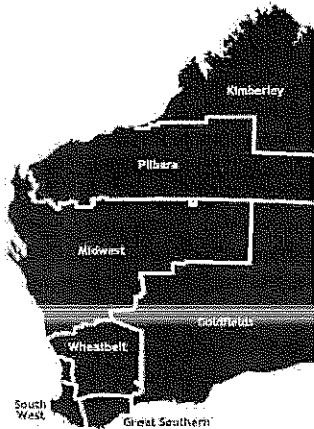
<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>								
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td></td> </tr> </tbody> </table>	Position No.	Title	Nil		<table border="1"> <thead> <tr> <th>Category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

#### Section 3 – KEY RESPONSIBILITIES

Provides a comprehensive, confidential and executive secretarial/administrative service to the Operations Manager MPS.

WA Country Health Service  
8 AUG 2016  
Effective date of document  
December 2016  
REGISTERED

TITLE	Administrative Assistant	POSITION NO	615089
		CLASSIFICATION	Level G-3



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, indigenous 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**

Working together for a healthier country WA

**WHAT WE STAND FOR**

***A fair share for country health*** – securing a fair share of resources and being accountable for their use.

***Service delivery according to need*** – Improving service access based on need and improving health outcomes.

***Closing the gap to improve Aboriginal health*** – Improving the health of Aboriginal people.

***Workforce stability and excellence*** – Building a skilled workforce and a supportive workplace.

**OUR VALUES**

***Community*** - country hospitality, where there is openness, generosity and cooperation. Building healthy and empowered communities and teams, being inclusive, working together, valuing each other and the difference we can all make. A 'can-do' attitude.

***Compassion*** - commitment to caring for others with consideration, appreciation, understanding, empathy, kindness and respect. Listening and being heard.

***Quality*** - always striving to provide the best possible care and service through questioning and review, high standards, innovation, creativity, learning and improving. All of us being part of the solution.

***Integrity*** - building trust based on openness, honesty, accountability and valuing and respecting others opinions and points of view. Demonstrating the values. Respectful communication and relationship building. Being mindful of the legacy we hand on to future staff and communities.

***Justice*** - achieving equity and fairness, showing cultural respect, valuing and embracing diversity and respecting confidentiality. Treating everyone equally. Speaking up when there is injustice. Transparency.

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**Section 4 – STATEMENT OF DUTIES**

Duty No.	Details	Freq.	%
1.0	<b>SECRETARIAL SUPPORT</b>	D	55%
1.1	Provides comprehensive, confidential executive support service to the MPS Operations Manager.		
1.2	Maintains diary for the MPS Operations Manager, organises appointments and makes travel, car and accommodation bookings as required.		
1.3	Screens visitors and phone calls to the MPS Operations Manager and attends to Departmental inquiries and actions accordingly.		
1.4	Liaises with other senior managers regarding the implementation of policy directives and other instructions from the MPS Operations Manager.		
1.5	Prepares correspondence and reports for the MPS Operations Manager.		
1.6	Maintains electronic and paper based filing systems.		
1.7	Distributes information to other senior managers as required.		
2.0	<b>MEETINGS &amp; FUNCTIONS</b>	D	15%
2.1	Organises meetings, functions and other events as required by the MPS Operations Manager including venue, invitations, catering & other arrangements		
2.2	Provides secretarial support for meetings and committees, including preparation of agenda, minutes and follow up of actions.		
3.0	<b>PROJECTS &amp; RESEARCH</b>	R	15%
3.1	Under the direction of the MPS Operations Manager, carries out research and undertakes projects for the Operations Area.		
3.2	Collects data and information from other Departments and prepares information for reports and presentations.		
3.3	Coordinates the preparation of briefing notes, press releases, responses to parliamentary questions, Ministerials and other inquiries.		
4.0	<b>GENERAL ADMINISTRATION</b>	D	15%
4.1	Provides financial administrative support to the MPS Operations Manager including obtaining quotes, ordering supplies, maintaining records of expenditure and verifying accounts for payment.		
4.2	Provides assistance with HR administration including roster management, recruitment processes and preparation of submissions for CEC review.		
4.3	Develops and continuously improves administration procedures for the area.		
4.4	Undertakes other duties as directed by the MPS Operations Manager.		
	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. Previous experience and proven ability to function effectively in a senior secretarial role
2. Advanced level of computer skills (MS Office Suite)
3. Excellent interpersonal skills, including demonstrated written and oral communication skills
4. Demonstrated ability to exercise initiative and solve problems
5. Demonstrated ability to work independently and as part of a team
6. Excellent organisation and time management skills with proven ability to prioritise, work under pressure and meet strict deadlines
7. Current 'C' class drivers licence

**DESIRABLE**

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

**Section 6 – APPOINTMENT FACTORS**

Location	Denmark	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> <li>• Completion of a 100 point identification check</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Current 'C' class drivers licence and ability to travel throughout the region</li> </ul>		
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]*  
4/8/2016

Signature and Date:  
Regional Director

WA Country Health Service  
8 AUG 2016  
REGISTERED

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

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