



North Metropolitan Health Service
Job Description Form

HSS Registered October 2016

Administrative Assistant
Health Salaried Officers Agreement: Level G3
 Position Number: 000162
 Medical Technology and Physics
 Medical Division
 Sir Charles Gairdner Hospital/North Metropolitan Health Service

Reporting Relationships

Head of Department
 HSO Level P9



Principal Medical Physicist
 HSO Level P6



This Position



← Also reporting to this supervisor:

- 10 Medical Scientist or Senior Medical Scientist positions
- 4 Administration and Purchasing positions

Directly reporting to this position:			Other positions under control
Title	Classification	FTE	<ul style="list-style-type: none"> • nil

Prime Function / Key Responsibilities

To manage the administrative services of the department, and to provide administrative and secretarial support to senior departmental staff.

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Brief Summary of Duties (in order of importance)

1. Manages all administrative functions associated with the SCGH personal radiation monitoring service.
2. Develops and implements departmental policies for administrative services.
3. Plans and directs the department's administrative services, including direct liaison with professional, technical and clerical staff regarding their requirements.
4. Directly creates purchase orders in Oracle for all departmental staff.
5. Liaises directly with external departments, institutions and suppliers on all issues pertaining to the department's administrative functions.
6. Performs minute-taking and distribution of minutes and agendas for various departmental meetings and for the NMAHS Radiation Safety Committee meetings.
7. Raises invoices relating to external chargeable customers, and takes responsibility for audit and follow up of payment.
8. Carries out medical, scientific and general typing of a confidential nature, including clinical visual electrophysiology patient reports. Prepares draft letters for signing by senior staff.
9. Manages the collation and distribution of patient visual electrophysiology reports.
10. Arranges appointments, lecturing duties, travel and general time management for senior departmental staff.
11. Organises all administrative aspects of the various courses and catered meetings routinely run by departmental staff.
12. Supervises and maintains the departmental filing system, including maintenance of staff records.
13. Supervises the department's imprest system for administrative items. Manages the purchasing and supply of all administrative items, as well as a wide range of pharmaceutical, clinical, scientific and computing items required by the department.
14. Prepares and updates ISO9001:2000 documentation and maintains Key Performance Indicators for the administrative service. Responds to customer questionnaires and service improvement forms.
15. Trains and directs administrative staff.
16. Directly participates in the maintenance of departmental documentation, in support of the department's ISO9001:2000 based Quality Management System and contributes to the department's Quality Improvement Program including ongoing AHS Accreditation.
17. Assists in the preparation of teaching material, abstracts, scientific publications, reviews and reports, including the use of computerised spreadsheets, graphics packages and desktop publishing systems, as required.
18. Relieves at reception as required, including carrying out of patient bookings, liaison with consultants, patient filing, telephone duties, and acceptance of patients, visitors and equipment into the department.
19. Undertakes special projects from time to time associated with the department's administrative services.
- 20. NMHS Governance, Safety and Quality Requirements**
 - 20.1 Participates in the maintenance of a safe work environment.
 - 20.2 Participates in an annual performance development review.
 - 20.3 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.
 - 20.4 Completes mandatory training (including safety and quality training) as relevant to role.
 - 20.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.

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20.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

21. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Well developed word processing skills, experience in the use of the MS Office suite, with accurate typing skills including audio typing.
2. Demonstrated secretarial experience in a professional environment.
3. Demonstrated organisational, staff management and time management skills.
4. Well developed oral and written communications skills and effective interpersonal skills.
5. Commitment to Continuous Quality Improvement principles and their practical application in systematically evaluating and meeting customer needs.

Desirable Selection Criteria

1. Experience with management of a personal radiation monitoring service.
2. Experience in direct ordering using Oracle.
3. Experience with a computerised accounts system.
4. Previous experience in a hospital or health care environment.
5. Knowledge of medical terminology.
6. 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

John De Roach
HE46774
1 Sep 2016

Dept./Division Head

Roger Price
HE34137
1 Sep 2016

Position Occupant

Name:
Signature/HE:
Date: