



HSS Registered

Board Support Officer

Health Salaried Officers Agreement; HSO Level G4

Position Number: 00014093

Office of the Chief Executive

Perth Children's Hospital / QEII Nedlands

Reporting Relationships

Chief Executive
Child and Adolescent Health Service (CAHS)
Position Number: 00005113



Manager Board Liaison and Coordination
HSO Level G9
Position Number: 00011645



This Position



Reporting to this position:

Title

- Nil

Classification

FTE

Also reporting to this supervisor:

- Nil

Key Responsibilities

Provides confidential and comprehensive administrative support at an executive level to the Manager Board Liaison and the CAHS Board to assist with Board management at the Child and Adolescent Health Service. Works in collaboration with Executive and the Office of the Chief Executive staff to provide support in matters relating to the day to day operation and management of the unit as required.

Brief Summary of Duties

1. Secretarial

- Provide comprehensive executive administrative and secretarial assistance to the CAHS Board.
- Provides executive and confidential support to the Board and Manager Board Liaison and Coordination.
- Arranges and maintains a schedule of appointments, meetings and other commitments for to enable efficient time management.
- Screens incoming correspondence including e-mails, redirects to appropriate staff for action; draws attention to urgent and important items and takes action as appropriate to facilitate management of the workflow through the office; drafts routine correspondence.
- Maintains a bring-up system or diary of commitments and reminds the Board and Executive of actions required; undertakes follow-up with other staff to ensure commitments are met.
- Compiles and collates files, papers and other information to brief the Board and Executive on issues or to prepare for meetings.
- Receives and screens visitors and phone calls and redirects to other staff as appropriate.
- Prepares correspondence, reports and complex documents to a high standard of accuracy and presentation.

2. Administrative

- Organises meetings and functions and provides secretarial support including preparation of agendas and supporting documentation; recording and distributing minutes; follow-up of agreed actions as required.
- Maintains the office filing system; ensures appropriate records are kept, files and retrieves information; ensures the security of confidential documents.
- Undertakes general administration that supports the management of the Board and Executive office and workload.
- Plans and undertakes administrative projects.

3. CAHS Governance, Safety and Quality Requirements

- Takes reasonable care for own health and safety and that of others and participates in the maintenance of a safe work environment.
- Participates in the Child and Adolescent Health Service (CAHS) performance development review process.
- Supports the delivery of safe patient care and the consumers' experience ensuring services are family centred. This includes 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.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, CAHS and Departmental / Program specific policies and procedures.
- Abides by and upholds the WA Health Code of Conduct, CAHS Vision, Mission and Values, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. Undertakes other duties as required.

Work Related Requirements

Essential Selection Criteria

1. Extensive secretarial and administrative experience at a senior level.
2. Well-developed interpersonal skills and proven ability to communicate with senior executives and gain the cooperation of staff and people at all levels.
3. Ability to maintain confidentiality and use discretion in relaying information.
4. High level of initiative; ability to assess the urgency and importance of situations and take decisive and appropriate action.
5. Excellent time management and organisational skills including the ability to meet strict deadlines.
6. Well-developed written and presentation skills for preparation of correspondence, reports, spreadsheets, resource materials and presentations.
7. High level word processing skills, experience in the use of the MS Office suite and good knowledge of their advanced capabilities.

Desirable Selection Criteria

1. Experience in a complex health setting.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Pre-requisites

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.

<u>Julia Lawrinson</u>		<u>He66495</u>	<u>15/02/2018</u>
Manager / Supervisor Name	Signature or	HE Number	Date
<u>Kylie Mulcahy</u>		<u>He42375</u>	<u>15/02/2018</u>
Directorate/ Dept. Head	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.

<u>Occupant Name</u>	<u>Signature or</u>	<u>HE Number</u>	<u>Date</u>
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HSS Registration Details (to be completed by HSS)

Created on	<u>April 2018</u>	Last Updated on	<u>24 April 2018</u>
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