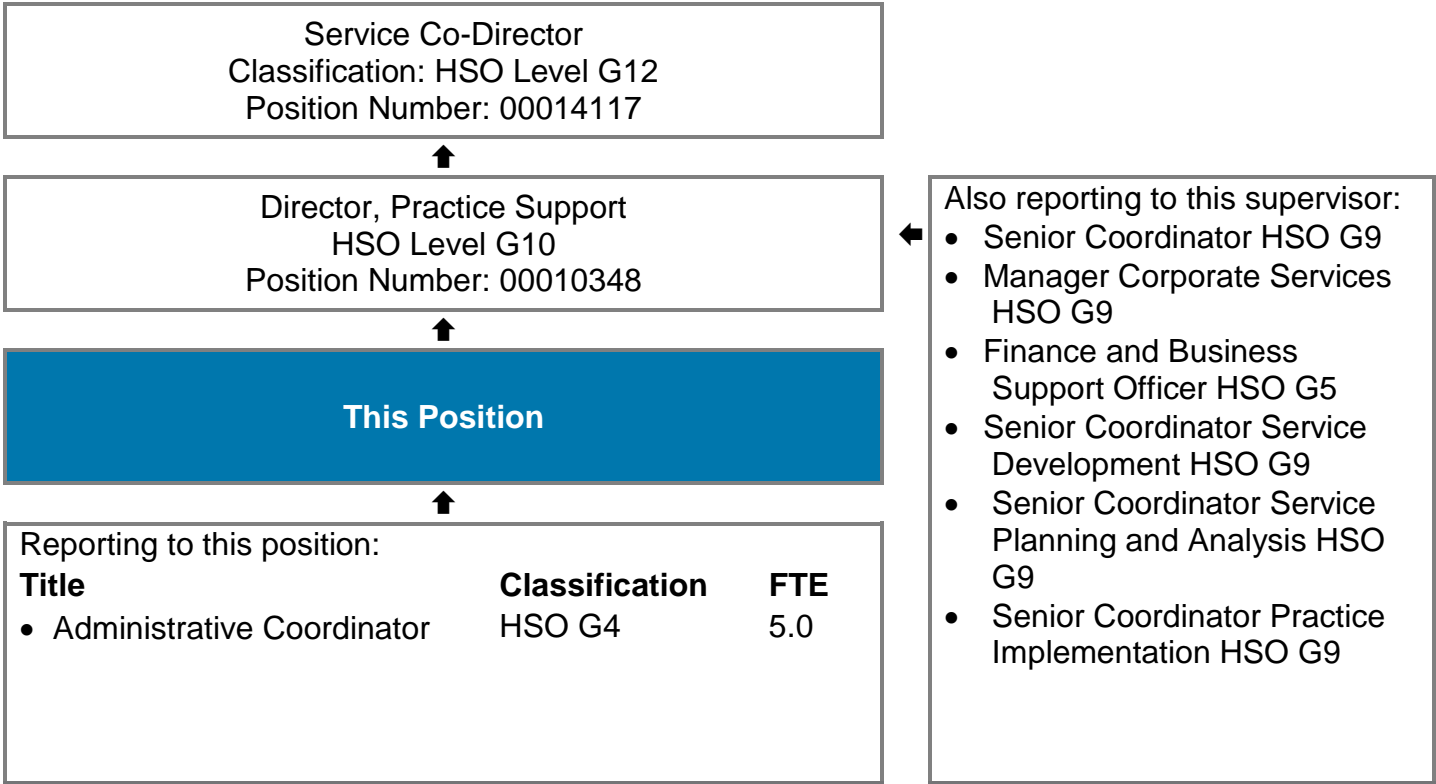




HSS REGISTERED

Senior Administration Coordinator
Health Salaried Officers Agreement: HSO Level G5
Position Number: 00014386
Practice Support Unit
Child and Adolescent Health Service - Community Health

Reporting Relationships



Key Responsibilities
 Effectively manages Child and Adolescent Health Service - Community Health (CAHS-CH) administrative services across the metropolitan area. Provides strategic leadership for administrative service teams in partnership with clinical service teams to maintain a client focus on service delivery. Supports change management as required.

Brief Summary of Duties

1. Strategic Leadership

- In consultation with senior management, responsible for the organisational culture, leadership and management of administrative services across the metropolitan area.
- Provides administrative services in partnership with CAHS-CH clinical services to maintain a client focus on service delivery.
- Responsible for the safety, quality and efficiency of administrative services throughout the metropolitan area including liaison and negotiation with internal and external providers to ensure services meet office, directorate and community needs.
- Liaises with other managers to establish effective and consistent administrative processes across the metropolitan area.
- Seeks opportunities to enhance efficiencies within and across administrative teams.
- Develops administrative processes and procedures to enhance the efficient management and delivery of clinical services within CAHS-CH.
- Supports change management initiatives.
- Participates in innovation, quality assurance and business improvement opportunities.
- Liaises with clients, service providers and other internal and external stakeholders and incorporates relevant input into the management of administrative teams.
- Provides specialist advice and support in relation to a range of administrative initiatives.
- Undertakes research and policy analysis into administrative issues as required for the ongoing improvement of administrative services.
- Undertakes general project work/reviews with minimal supervision.

2. Human Resource Management

- Responsible for the planning and development of the administrative workforce, including OSH management.
- Liaises with Employment Services on human resource management, disciplinary and industrial relations issues.
- Recruits, orients, trains and supervises administrative coordinators across services and sites.
- Undertakes regular performance management of staff under direct supervision and updates employee information as required on Human Resource Information System (HRIS).

3. Administration

- Provides comprehensive administrative support to senior management by ensuring the delivery of coordinated, effective and timely administrative services across CAHS-CH.
- Manages and oversees the RoStar payroll rostering system including the creation and authorisation of rosters and liaises with staff to resolve rostering issues.
- Manages an operational budget including Special Purpose Accounts (SPA), accounts processed, P-card and I-Procurement system using approved procedures and suppliers.
- Procures goods and liaises with HSS as required.

4. CAHS Governance, Safety and Quality Requirements

- Ensures as far as practicable, the provision of a safe working environment in consultation with employees under their supervision.
- Participates in the Child and Adolescent Health Service (CAHS) performance development review process and undertakes ongoing performance development review with employees under their supervision.
- Supports the delivery of safe patient care and the consumers' experience ensuring services are family centred. This includes identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align 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.

5. Undertakes other duties as required.

Work Related Requirements

Essential Selection Criteria

1. Previous experience in supervising staff and knowledge of contemporary human resource management principles.
2. Demonstrated leadership ability with high levels of written, verbal and interpersonal skills including the ability to communicate with senior staff from multiple disciplines.
3. High level organisational skills with the ability to problem solve and recommend solutions, prioritise and implement projects in a professional manner.
4. Demonstrated ability to promote and enhance teamwork and support an adaptable customer focused workforce and service.
5. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
6. Current driver's licence.

Desirable Selection Criteria

1. Previous relevant experience within a health service environment.

Appointment Pre-requisites

Appointment is subject to:

- Evidence of current "C" or "C.A" class drivers licence
- 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 Name	Signature	or	HE Number	Date
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Directorate/ Dept. Head	Signature	or	HE Number	Date
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

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

Created on	February 2019	Last Updated on	March 2019
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