



## HSS REGISTERED

### Clerk

#### Health Salaried Officers Agreement: Level G2

Position Number: 102580

Facilities Management / Finance & Infrastructure

Royal Perth Hospital / East Metropolitan Health Service (EMHS)

#### Reporting Relationships

Area Director Facilities Management and Infrastructure

Award Level: HSO G-13

Position Number: 603019



Fleet and Leasing Coordinator

Award Level: HSO G-6

Position Number: 602926



**This Position**



Directly reporting to this position:

**Title**

**Classification**

**FTE**

- Nil

Also reporting to this supervisor:

- Contracts Clerk, HSO G3, 1.00FTE
- Administration Assistant, HSO G-3, 1.0 FTE

#### Key Responsibilities

Provides support to the Royal Perth Hospital (RPH) Facilities Management Department by providing reception, clerical and administrative services.

## EMHS Vision and Values

### Our Vision

***Healthy people, amazing care.  
Koorda moort, moorditj kwabadak.***

**Healthy people** refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

**Amazing care** reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

### Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

## Brief Summary of Duties (in order of importance)

### 1. EMPAC Work Requests

- 1.1 Receives work requests from all RPH departments and logs them within the EMPAC engineering maintenance database.
- 1.2 Utilises the EMPAC database to allocate work to the appropriate maintenance staff.
- 1.3 Completes data entry as required to ensure work requests, timesheets and other records are correctly recorded within the database.

### 2. Reception and Clerical Service

- 2.1 Provides a reception and clerical service for the Facilities Management department and attends to all initial queries directed to the department from staff, contractors, suppliers and visitors.
- 2.2 Coordinates the stationery requirements, mail distribution and purchase of office consumables for the Facilities Management department.
- 2.3 Assists in the maintenance of the departmental filing systems.
- 2.4 Facilitates room bookings for meeting/conference rooms for staff at Royal Perth Hospital.
- 2.5 Facilitates staff bookings for space within the Royal Perth Hospital Staff Hub and access of staff and external parties to the Bridge display area.

### 3. Pool Vehicle and Transport Bookings

- 3.1 Makes bookings for and issues keys to staff utilising the Hospital vehicle pool.
- 3.2 Issues taxi vouchers to staff for transport requirements.

### 4. EMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Actively participates in the Peak Performance program.
- 4.3 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.
- 4.4 Adheres to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
- 4.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.6 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

### 5. Undertakes other duties as directed.

## Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

### Essential Selection Criteria

1. Demonstrated clerical experience including reception duties.
2. Well-developed interpersonal, verbal and written communication skills.
3. Demonstrated experience using personal computers including Microsoft Windows software and proficiency with Outlook, Word and Excel applications.
4. Demonstrated ability to maintain reporting and recording systems.

### Desirable Selection Criteria

1. Experience within a hospital facilities support environment.
2. 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 Name	Signature or	HE Number	Date
Dept. / Division Head Name	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.			
Occupant Name	Signature or	HE Number	Date
Effective Date			
HSS Registration Details (to be completed by HSS)			
Created on	Last Updated on	November 2019	