



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>GREAT SOUTHERN</b>		<b>Position No:</b>	614161
<b>Division:</b>	Albany Hospital	<b>Title:</b>	<b>Administrative Assistant</b>
<b>Branch:</b>	Operational Management	<b>Classification:</b>	HSO Level G-3
<b>Section:</b>		<b>Award/Agreement</b>	Health Salaried Officers Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<b>Title:</b>	Regional Director
	<b>Classification:</b>	HSO Class 2
	<b>Position No:</b>	008024



<b>Responsible To</b>	<b>Title:</b>	<b>Operations Manager</b>
	<b>Classification:</b>	HSO Level G-11
	<b>Position No:</b>	613109



<b>This position</b>	<b>Title:</b>	<b>Administrative Assistant Operations</b>
	<b>Classification:</b>	HSO Level G-3
	<b>Position No:</b>	614161



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

<u>Title</u>
006002 Manager Business Operations HSO LG-7
007836 Hotel Services Coordinator HSO LG-5
613578 Coordinator Nursing and Midwifery Svs SRN L7
613822 Coordinator Allied Health HSO LP-3
614156 Manager Administration Services HSO LG-6
615789 Director Medical Services AHC MP Yr 1-9

Positions under direct supervision:		← Other positions under control:	
Position No.	Title	Category	Number

### Section 3 – KEY RESPONSIBILITIES

Provides a comprehensive confidential and executive secretarial/administrative service to the Operations Management Team at Albany Health Campus

**WA Country Health Service –  
Great Southern**

**03 October 2019**

**REGISTERED**

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		CLASSIFICATION	HSO 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 over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

**OUR MISSION**

To deliver and advance high quality care for country WA communities

**OUR VISION**

To be a global leader in rural and remote healthcare

**OUR STRATEGIC PRIORITIES**

***Caring for our patients*** - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

***Addressing disadvantage and inequity*** - Delivering focussed and accessible services for those who need it most

***Building healthy, thriving communities*** - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

***Delivering value and sustainability*** - Ensuring that the services we provide are sustainable and we are transparent about our performance

***Enabling our staff*** - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

***Leading innovation and technology*** - Embracing innovation and technology to create a safer, more connected and equitable health system

***Collaborating with our partners*** - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

**OUR VALUES**

***Community*** – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

***Compassion*** – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

***Quality*** – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

***Integrity*** – We bring honesty, collaboration and professionalism to everything that we do.

***Equity*** – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

***Curiosity*** – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

<p><b>WA Country Health Service – Great Southern</b></p> <p><b>03 October 2019</b></p> <p><b>REGISTERED</b></p>
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#### Section 4 – STATEMENT OF DUTIES

<b>Duty No.</b>	<b>Details</b>	<b>Freq.</b>	<b>%</b>
<b>1</b>	<b>MEETING COORDINATION</b>	D	60%
1.1	Provides full secretarial support to the Operations Management Team and relevant Committee Chairs of Albany Health Campus for meetings and committees including calendar scheduling, preparation of agenda, attending meetings to minute take, logging and follow up of actions, outcomes and allocated tasks.		
1.2	Coordination of arrangements to conduct meetings including venue, catering, set up of equipment and presentations		
1.3	Keeping up to date electronic records for all meetings including using Records Manager and the WACHS Great Southern intranet pages		
<b>2</b>	<b>SECRETARIAL SUPPORT</b>	D	20%
2.1	Provides comprehensive confidential executive support service to the Operations Management Team of Albany Health Campus.		
2.2	Assists with diary maintenance of the Operations Management team including organising appointments and meetings as required		
2.3	Prepares correspondence for the Operations Management team as required.		
2.4	Maintains electronic filing systems using Records Manager		
<b>3</b>	<b>GENERAL ADMINISTRATION</b>	D	20%
3.1	Monitors the generic mailbox, including flagging, filing and escalating items as required.		
3.2	Provides assistance with HR administration including form preparation and progression for approvals.		
3.3	Organises functions and other events as required including venue, invitations, catering and other arrangements.		
3.4	Arranges all travel for the Operations Management Team and relevant staff including flights, accommodation, course applications and car hire		
3.5	Coordinates the Operations fleet cars including bookings and arranging scheduled servicing.		
3.6	Provides financial administrative support including obtaining quotes, ordering supplies, maintaining records of expenditure, verifying accounts for payment.		
3.7	Assists with entry onto Rostar rostering system as required.		
3.8	Works as part of a team to continuously improve administrative procedures for the area.		
3.9	Maintains WACHS Great Southern intranet pages for Albany Health Campus.		
3.10	Undertakes other duties as directed by the Operations Management Team.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in 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. Demonstrated experience of minute taking including comprehensive meeting scheduling and all secretariat duties
2. Previous experience in a senior secretarial role
3. Excellent interpersonal skills, including demonstrated written and oral communication skills
4. Demonstrated ability to exercise initiative and solve problems effectively with minimal supervision and as part of a team
5. Excellent organisational and time management skills with proven ability to prioritise, work under pressure and meet strict deadlines
6. Advanced level of computer skills (MS Office suite)

**DESIRABLE**

1. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery
2. Understanding of confidentiality principles and their importance in a senior secretarial role.

**Section 6 – APPOINTMENT FACTORS**

<b>Location</b>	Albany	<b>Accommodation</b>	As determined by the WA Country Health Service Policy
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Provision of the minimum identity proofing requirements.</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre-Employment Health Assessment</li> <li>• Successful WA Health Integrity Check</li> </ul>		
<b>Specialised equipment operated</b>			

**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**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Regional Director**

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

