



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service - Midwest		Position No:	615254
Division:	Corporate Services	Title:	OSH Administrative Assistant
Branch:	Human Resources	Classification:	G3
Section:	Occupational Safety and Health	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title: Manager Human Resources	↑	OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION: Title Nil
	Classification: G - 8		
	Position No: 604015		
Responsible To	Title: Occupational Safety & Health Coordinator	↑	←
	Classification: G - 6		
	Position No: 604854		
This position	Title: OSH Administrative Assistant	↑	
	Classification: G - 3		
	Position No: 615254		

Positions under direct supervision:	← Other positions under control:								
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td></td> </tr> </tbody> </table>	Position No.	Title	Nil		<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Category	Number		
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Nil									
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Section 3 – KEY RESPONSIBILITIES

<p>Provides a comprehensive administrative support function for the OSH Units within the Midwest region including:</p> <ul style="list-style-type: none"> • Complete clerical duties, data input and generates performance indicators from data outputs in line with regional OSH requirements and in liaison with the Regional OSH Coordinator. • Processes Workers' Compensation claims, maintain the claim files and assists the Regional OSH Coordinator in the maintenance of the OSH database within the OSH portfolio. • Undertakes Occupational Safety and Health research as directed by Regional Manager Human Resources Midwest.



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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 approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Aboriginal health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE

Working together for a healthier country WA

WHAT WE STAND FOR

A fair share for country health – securing a fair share of resources and being accountable for their use.

Service delivery according to need – Improving service access based on need and improving health outcomes.

Closing the gap to improve Aboriginal health – Improving the health of Aboriginal people.

Workforce stability and excellence – Building a skilled workforce and a supportive workplace.

OUR VALUES

Community - country hospitality, where there is openness, generosity and cooperation. Building healthy and empowered communities and teams, being inclusive, working together, valuing each other and the difference we can all make. A 'can-do' attitude.

Compassion - commitment to caring for others with consideration, appreciation, understanding, empathy, kindness and respect. Listening and being heard.

Quality - always striving to provide the best possible care and service through questioning and review, high standards, innovation, creativity, learning and improving. All of us being part of the solution.

Integrity - building trust based on openness, honesty, accountability and valuing and respecting others opinions and points of view. Demonstrating the values. Respectful communication and relationship building. Being mindful of the legacy we hand on to future staff and communities.

Justice - achieving equity and fairness, showing cultural respect, valuing and embracing diversity and respecting confidentiality. Treating everyone equally. Speaking up when there is injustice. Transparency.

WA Country Health Service –
Midwest

03 May 2016

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	OSH AND WORKERS COMPENSATION ADMINISTRATION	D	65
1.1	Provides confidential administrative functional support for the Occupational Safety and Health Coordinator Midwest, under the direction of the Manager Human Resources Midwest.		
1.2	Process workers compensation claims within the prescribed legislative period and according to WACHS procedure and the process stipulated by RiskCover.		
1.3	Maintains electronic filing systems of all workers' compensation and Occupational Safety and Health files.		
1.4	Liaising with payroll regarding employees correct workers compensation payment entitlements under guidance of the Occupational Safety and Health Coordinator.		
1.5	Assist Occupational Safety and Health Coordinators in ensuring that Health System Support regularly seek reimbursement from RiskCover of paid Workers.		
1.6	Compensation entitlements - Review Worker Compensation reimbursement from RiskCover in conjunction with the Senior Finance Officer as approved by the regional Occupational Safety and Health Coordinator.		
1.7	Complete clerical duties relating to promotion of Occupational Safety and Health, security and Workers Compensation for the Midwest region.		
2.0	DATA MANAGEMENT	D	30
2.1	Enters data from appropriate forms into the "Occupational Safety and Health at Work" database and translate data into monthly reporting model.		
2.2	Assists in the preparation of monthly reports on Occupational Safety & Health and Workers Compensation performance indicators and statistics including: <ul style="list-style-type: none"> • Improvement notices; • Incidents and hazards reports; • Workers Compensation; • Occupational Safety and Health representatives; and • Workplace Hazards Inspections. 		
3.0	OTHER	O	5
3.1	Carries out research and assists with Occupational Safety and Health research projects as directed by the Manager Human Resource Services Midwest.		
3.2	Carries out the secretariat duties on committees as requested by the Human Resource Manager.		
3.3	Other duties as directed including the allocation of other Clerical duties.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to 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

- Good interpersonal and communication skills (written and verbal) and demonstrated ability to maintain confidentiality.
- Sound clerical skills, with accurate word processing and minute taking skills.
- Proven organisational and time management skills and the ability to exercise discretion and use initiative.
- Demonstrated customer focus and ability to work in a team.
- Demonstrated ability to use various software packages, spreadsheets and word processing systems in particular Microsoft Office and its applications including Microsoft Access.

DESIRABLE

- Experience working in the workers compensation system and knowledge of health and safety.
- Experience in a health service environment
- Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Geraldton	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance Allowances <ul style="list-style-type: none"> • District allowance 		
Specialised equipment operated			

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

WA Country Health Service –
 Midwest

03 May 2016

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Signature and Date:
Regional Director

WA Country Health Service –
 Midwest

03 May 2016

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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.

Name	Signature	Date Appointed	Date Signed

WA Country Health Service –
 Midwest

03 May 2016

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