



North Metropolitan Health Service
Job Description Form

HSS REGISTERED AUGUST 2016

Executive Secretary
Health Salaried Officers Agreement: HSO Level G3
Position Number: 700502
Management Services/Osborne Park Hospital
SCGOPHCG

Reporting Relationships

Nurse Co Director
 ANF 10
 Position Number:700549

Medical Co Director
 MPAS 9
 Position Number:707202



Executive Assistant
 HSU 4
 Position Number:700607



This Position



← Also reporting to this supervisor:

- Administrative Assistant G2
 1.0

Directly reporting to this position:			Other positions under control
Title	Classification	FTE	•

Prime Function / Key Responsibilities
 Provides comprehensive administrative, secretarial and clerical support to nominated staff.

Brief Summary of Duties

1. SECRETARIAL SUPPORT

- 1.1 Provides confidential administrative and secretarial support to the Senior Management Team.
- 1.2 Arranges appointments, schedules, meetings and books venues.
- 1.3 Manages incoming and outgoing correspondence for Management staff.
- 1.4 Provides secretarial and executive support to advisory and governance committee meetings.
- 1.5 Provides reception service including intercepting and monitoring telephone calls.
- 1.6 Develops and maintains professional relationships with key stakeholders.
- 1.7 Assists in the coordination of key management meetings and major events/functions.

2. ADMINISTRATION

- 2.1 Undertakes detailed data entry and produces/assists in the production of standard reports.
- 2.2 Provides a booking service for multimedia equipment.
- 2.3 Assists with the Coordination of the Travel Application Process.
- 2.4 Attends to the organisational needs, including facilities maintenance and the processing of invoices through the iProcurement system.
- 2.5 Maintains stationary items for Management Services.
- 2.6 Undertakes filing and maintains systems for nominated staff.
- 2.7 Organises updates of Intranet and Internet site as required.
- 2.8 Arranges payment of community members for attendance at advisory governance committee meetings.
- 2.9 Assist and coordinates events such as Employee of the Month and Long Service Award.
- 2.10 Relieves the Executive Assistant during periods of leave as required.

3. NMHS GOVERNANCE, SAFETY AND QUALITY REQUIREMENTS

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. UNDERTAKES OTHER DUTIES AS DIRECTED.

Work Related Requirements

Essential Selection Criteria

Applicants will be required to demonstrate relevant knowledge, skills and experience against the following selection criteria:

1. Substantial experience in the provision of secretarial and administrative support to Senior Managers.
2. Well-developed interpersonal and communication skills (written and verbal), with the ability to liaise with people at all levels.
3. Demonstrated time management/organisational skills, with the ability to adapt to changing priorities.
4. Demonstrated advanced skills in Microsoft Suite, including Word, Excel, Outlook and PowerPoint and the ability to design and format documents.
5. Proficiency in minute taking and recording at an advanced level.

Desirable Selection Criteria

1. Previous relevant experience in a hospital or health care environment.
2. Knowledge and experience in the use of medical terminology.
3. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on 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: Karen Sainsbury
Signature/HE: 105166
Date: 20.07.2016

Dept./Division Head

Name: Marie Slater
Signature/HE: HE75474
Date: 20/07/2016

Position Occupant

Name:
Signature/HE:
Date: