



HSS REGISTERED

Required Working
with Children Check

Administrative Assistant
Health Salaried Officers Agreement; Level G2
Position Number: 00012357
Clinical Services / Ambulatory Administration
Perth Children’s Hospital / QEII Nedlands

Reporting Relationships

Assistant Head of Department (PIMS)
 HSO G7
 Position Number: 00012314



Administration Manager
 HSO G5
 Position Number: 00012544



This Position



Reporting to this position:

Title	Classification	FTE
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Also reporting to this supervisor:

- Administrative Officer HSO G3

Key Responsibilities
 Provides administrative and clerical support services to the designated Department, Centre or Service. Assisting with administrative duties as directed by the Senior Administrative Officers.

Brief Summary of Duties (in order of importance)

1. Administrative Duties

- Provides administrative and clerical support services to the designated Department, Centre or Service.
- Works within the administration team and provides secretarial support including actioning routine matter, drafting responses and preparing basic reports.
- Screens and processes incoming correspondence, inter hospital, public and private via phone and in person and directs queries to appropriate personnel.
- Provides a reception service to the area. Receive visitors (patients, staff or members of the public) and phone calls and responds, informs or directs appropriately.
- Transcribes correspondence, memoranda, minutes, reports/summaries and presentations from dictation or draft. Proof reads and edits copy for completeness and correctness.
- Arranges meetings, prepares agendas and takes minutes as required.
- Organises and maintains filing systems.
- Maintains department and other applicable databases and preparation of statistics for reporting purposes as required.
- Raises requisitions and stationary orders as required, including catering and other services/supplies.
- Facilitates payment of accounts by getting invoices authorised and forwarding for processing.
- Monitors and organises maintenance of assets including printers and other equipment.
- Screens incoming correspondence, inter hospital, public and private via phone and in person and directs queries to appropriate personnel.
- Receives and processes incoming correspondence, actions routine matters by drafting responses or preparing basic reports.
- Responsible for the timely and accurate entry of data to the Information Systems (CDIS, RoStar, HCARE & TOPAS, PSOLIS), Compu store as required.

2. CAHS Governance, Safety and Quality Requirements

- Takes reasonable care for own health and safety and that of others and participates in the maintenance of a safe work environment.
- Participates in the Child and Adolescent Health Service (CAHS) performance development review process.
- Supports the delivery of safe patient care and the consumers' experience ensuring services are family centred. This includes 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. 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.

3. Undertakes other duties as required.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated experience in the provision of administrative/secretarial service.
2. Good interpersonal, verbal and written communication skills with ability to liaise effectively within a multidisciplinary team.
3. Demonstrated ability to undertake duties without direct supervision both dependently and effectively as a member of a team, within a multidisciplinary team environment.
4. Demonstrated ability to effectively organise and prioritise activities to meet deadlines and work effectively under pressure
5. Demonstrated experience in the use of keyboards/personal computer software applications including proficiency with 'Windows' based word processing and database software.

Desirable Selection Criteria

1. Previous clerical experience in a Health Care environment.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- 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
Effective Date				

HSS Registration Details (to be completed by HSS)

Created on	Insert date	Last Updated on	HE68896 24/10/2016
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