



HSS Registered

Administration Assistant
Health Salaried Officers Agreement: Level G3
Position Number: 112837
Patient Support Services / Operations
Rockingham General Hospital / Rockingham Peel Group

Reporting Relationships

Director Corporate Operations
 HSO Level G11
 113823



Support Services Manager
 HSO Level G8
 111689



This Position



Directly reporting to this position:

Title	Classification	FTE
• Nil		

Also reporting to this supervisor: ←

- Catering Coordinator; HSO Level G5
- Coordinator Patient Support Services; HSO Level G5

Key Responsibilities

Provides administrative and RoStar support to the Support Services Manager and Coordinators at Rockingham Peel Group.

Brief Summary of Duties

1. Administration Assistant

- 1.1 Provides administrative and secretarial support to the Support Services Manager and Coordinators at Rockingham Peel Group.
- 1.2 Generate and enter initial rosters into RoStar as required.
- 1.3 Maintain on going communication with Support Services Coordinators on rosters and applicable conditions of employment for staff whose rostering and hours of work arrangements are managed by RoStar.
- 1.4 Authorise rosters as requested by managers due to absence.
- 1.5 Enter on call hours and regularly update any changes as requested.
- 1.6 Produce reports from RoStar as directed.
- 1.7 Assists the Manager Support Services in monitoring and scheduling leave arrangements for employees and maintains the department leave data base.
- 1.8 Maintains diary, schedule meetings, arrange appointments, events and venues for Manager Support Services and Coordinators.
- 1.9 Prepares and coordinates agenda papers, undertakes the role of minute secretary and provides administrative support to department committees.
- 1.10 Maintains statistical data and databases, compiles and summarises information and prepares reports as required.
- 1.11 Respond to enquiries via telephone, written or face to face and disseminate messages in a timely manner.
- 1.12 Drafts and/or prepares general correspondence, reports and briefing notes.
- 1.13 Maintains filing system, ensuring appropriate records are kept, files and retrieves information, ensures the security of confidential documents.
- 1.14 Processes invoices and internal forms for payment of invoices.
- 1.15 Orders general office supplies and stationery within delegated authority.
- 1.16 Works in collaboration with other corporate support services within the department and health service.

2. SMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 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.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated experience in an administration support role.
2. Excellent word processing skills, experience in the use of the MS Office suite, data entry, analysis and reporting, with accurate typing skills including audio typing, analysis and reporting.
3. Well-developed interpersonal and communication skills (written and verbal) with ability to liaise with people at all levels.
4. Experience in the use of computerised rostering or payroll systems.
5. Demonstrated commitment to a customer focused service.

Desirable Selection Criteria

1. Current "C" or "C.A." class drivers licence.
2. Previous experience with hospital computer software.
3. 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 18/11/2016 HE38566