



## JOB DESCRIPTION FORM

### Section 1 - POSITION IDENTIFICATION

|                  |                                       |                         |                                    |
|------------------|---------------------------------------|-------------------------|------------------------------------|
|                  |                                       | <b>Position No:</b>     | 210025                             |
| <b>Division:</b> | WACHS                                 | <b>Title:</b>           | <b>Clerical Officer</b>            |
| <b>Branch:</b>   | Kimberley                             | <b>Classification:</b>  | HSO Level G2                       |
| <b>Section:</b>  | Kimberley Aged and Community Services | <b>Award/Agreement:</b> | Health Salaried Officers Agreement |

### Section 2 - POSITION RELATIONSHIPS

|                |                        |                         |   |   |
|----------------|------------------------|-------------------------|---|---|
| Responsible To | <b>Title:</b>          | Manager - KACS          | ↑ | <b>Other positions reporting directly to this position:</b><br><b>Title</b><br>Clerical Officer - Multiple<br>Program Support Officer |
|                | <b>Classification:</b> | HSO Level G9            |   |   |
|                | <b>Position No:</b>    | 210000                  |   |   |
| Responsible To | <b>Title:</b>          | Business Manager        | ↑ | ←   |
|                | <b>Classification:</b> | HSO Level G5            |   |   |
|                | <b>Position No:</b>    | 210035                  |   |   |
| This Position  | <b>Title:</b>          | <b>Clerical Officer</b> | ↑ |   |
|                | <b>Classification:</b> | HSO Level G2            |   |   |
|                | <b>Position No:</b>    | 210025                  |   |   |

|  |       |   |        |
|--|-------|---|--------|
| <b>Positions under direct supervision:</b> |       | <b>← Other positions under control:</b> |        |
| Position No                                | Title | Category                                | Number |
|  |       |   |        |

### Section 3 - KEY RESPONSIBILITIES

Provides clerical and administration support to the programs, staff and clients of Kimberley Aged and Community Services.

|       |                  |                |              |
|-------|------------------|----------------|--------------|
| TITLE | Clerical Officer | POSITION NO    | 210025       |
|       |                  | CLASSIFICATION | HSO Level G2 |



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, Indigenous 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**

To improve, promote and protect the health of country Western Australians.

**WHAT WE STAND FOR**

Quality health services for all.

Improving the health of Aboriginal people and those most in need.

A fair share for country health.

Supporting our team – workforce excellence and stability.

**OUR VALUES**

**Community** – making a difference through teamwork, generosity and country hospitality.

**Compassion** – listening and caring with empathy and dignity.

**Quality** – creating a quality health care experience for every consumer.

**Integrity** – accountability, honesty and professional, ethical conduct in all that we do.

**Justice** – valuing diversity with a fair share for all.

**WA Country Health Service**  
**13 OCT 2016**  
**REGISTERED**

|       |                  |                |              |
|-------|------------------|----------------|--------------|
| TITLE | Clerical Officer | POSITION NO    | 210025       |
|       |                  | CLASSIFICATION | HSO Level G2 |

#### Section 4 - STATEMENT OF DUTIES

| Duty No  | Details   | Freq     | %          |
|----------|---|----------|------------|
| <b>1</b> | <b>Administration</b>   | <b>D</b> | <b>100</b> |
| 1.1      | Carry out a full range of administrative duties, including reception, word processing, data entry, mail collection and delivery, and maintenance of filing systems including archiving. |          |            |
| 1.2      | Raise purchase orders, receive goods and services, and prepare invoices for payment.<br>Follow up account and payment queries.  |          |            |
| 1.3      | Create, process and update client information and records on manual and computer systems, including filing.   |          |            |
| 1.4      | Arrange staff travel and accommodation bookings; records staff movements on computer schedules and office information boards.   |          |            |
| 1.5      | Process vehicle log books and fuel receipts, including monthly FBT reporting. Oversee the cleaning, servicing and repairs of vehicles   |          |            |
| 1.6      | Assist with the operation of meetings, teleconferences and videoconferences, including booking rooms and equipment, providing technical support and arranging catering.                 |          |            |
| 1.7      | Maintain consumable and stationery stores.  |          |            |
| 1.8      | Coordinate monthly staff meetings, including development of agenda and taking of minutes.<br>Take minutes of other meetings as required.  |          |            |
| 1.9      | Travel to other KACS offices within the Kimberley region to provide administrative support.   |          |            |
| 1.10     | Maintain and update procedural files relevant to the position, in liaison with the Business Manager.  |          |            |
| 1.11     | Carry out minor office housekeeping duties.   |          |            |
| 1.12     | Other duties as directed.   |          |            |

*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.*

**WA Country Health Service**

**13 OCT 2016**

**REGISTERED**

|       |                  |                |              |
|-------|------------------|----------------|--------------|
| TITLE | Clerical Officer | POSITION NO    | 210025       |
|       |                  | CLASSIFICATION | HSO Level G2 |

### Section 5 - SELECTION CRITERIA

#### ESSENTIAL:

1. Experience in providing administrative support, including reception duties.
2. Sound computer skills, with experience using Microsoft Word, Excel, email and databases.
3. Demonstrated high level verbal, written and interpersonal communication skills.
4. Proven ability to effectively plan workload and work on multiple tasks concurrently.
5. Demonstrated experience working in a team environment.
6. Current C class drivers licence.

#### DESIRABLE:

1. Demonstrated competency in the preparation of accounts payable.
2. Experience in, or knowledge of, travel booking processes.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Section 6 – APPOINTMENT FACTORS

|   |  |                      |   |
|---|--|----------------------|---|
| <b>Location</b>                           | Kimberley  | <b>Accommodation</b> | As per WACHS Kimberley Accommodation Policy |
| <b>Allowances/ Appointment Conditions</b> | <b>Appointment is subject to:</b> <ul style="list-style-type: none"> <li>• Completion of a 100 point identification check</li> <li>• Successful Aged Care Criminal Record Screening clearance</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Evidence of current Drivers Licence</li> </ul> <b>Allowances include:</b> <ul style="list-style-type: none"> <li>• District Allowance as applicable</li> <li>• Annual Leave Travel Concession as applicable</li> <li>• Air Conditioning Subsidy as applicable</li> <li>• Additional week Northwest Leave</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  
Kimberley Aged & Community Services**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Regional Director  
WACHS Kimberley**

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**

**13 OCT 2016**

**REGISTERED**