



**HSS Registered**

**Administration Assistant**  
**Health Salaried Officers Agreement: HSO Level G3**  
**Position Number: 006076**  
**Executive Office**  
**Armadale Kalamunda Group / East Metropolitan Health Service**

**Reporting Relationships**

Executive Director – Armadale Health Service  
 HSO Class 2  
 Position Number: 602758



Manager, Office of the Executive Director  
 HSO Level G8  
 Position Number: 602955



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Nil		

Also reporting to this supervisor:

- Executive Assistant, HSO Level G4, 1.0 FTE

**Key Responsibilities**  
 Provides comprehensive, confidential administrative assistance and secretarial support to the Executive Team of the Armadale Kalamunda Group (AKG).



## Brief Summary of Duties (in order of importance)

### 1. Administrative and Secretarial Support

- 1.1 Provides comprehensive administrative and secretarial support to the AKG Executive Team.
- 1.2 Liaises with AKG Executive Team to implement all confidential and general correspondence, memoranda, reports and other research activities.
- 1.3 Maintains diaries, arranges and coordinates all appointments and venues for the AKG Executive Team and organises relevant literature for meetings and ensures information is ready for presentation.
- 1.4 Screens incoming correspondence, including e-mails, redirects to appropriate staff for action, draws Director's attention to urgent and important items and takes action as appropriate to facilitate management of the workflow through the office.
- 1.5 Prepares drafts of general correspondence for the AKG Executive Team.
- 1.6 Liaises with staff, members of public and external agencies on behalf of AKG Executive Team as required.
- 1.7 Provides front line contact for Executive members and Medical Liaison.
- 1.8 Maintains administration records, filing and database systems relevant to the directorate portfolios.
- 1.9 Prepares, coordinates and distributes agendas, minutes and associated documents for AKG committee meetings on behalf of AKG Executive members and other meetings as directed and ensuring all meeting minutes are signed and filed as per protocol.
- 1.10 Assist in maintaining after-hours manager's contact lists and prepares and distributes Senior Responder On Call (SROC) Roster.
- 1.11 Assist in coordinating the distribution of clinical incident reports for AKG Executive Team and ensures they are returned in a timely manner or forwarded for collation.
- 1.12 Follow-up and retrieves relevant patient information on behalf of Directors to assist with written responses and correspondence.
- 1.13 Organises venues and equipment for functions, meetings, education sessions, etc.
- 1.14 Coordinates local, interstate and intrastate travel for AKG Executive Team.
- 1.15 Plans and undertakes administrative projects as directed and undertakes other administrative duties and stock maintenance in support of the relevant directors.

### 2. EMHS 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, East 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 the provision of secretarial and administrative support to senior officers and managers, with the proven capacity to maintain strict confidentiality.
2. Well-developed interpersonal verbal and written communication skills including the ability to liaise effectively with clients and staff of all levels.
3. Demonstrated experience in using 'Windows' based word-processing, spread sheet, electronic mailing/scheduling and database software.
4. Demonstrated experience in agenda preparation and minute taking.
5. Well-developed organisational and time management skills with attention to detail and ability to prioritise workloads and meet deadlines.
6. Demonstrated ability to work with minimal supervision and as part of a team.

### Desirable Selection Criteria

1. Previous experience in a health service environment.
2. Awareness of medical terminology and knowledge of health information practices and procedures including the use of patient information systems.
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.**

..... <b>Manager / Supervisor Name</b>	..... <b>Signature</b>	<b>or</b>	..... <b>HE Number</b>	..... <b>Date</b>
..... <b>Dept. / Division Head Name</b>	..... <b>Signature</b>	<b>or</b>	..... <b>HE Number</b>	..... <b>Date</b>

**As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

..... <b>Occupant Name</b>	..... <b>Signature</b>	<b>or</b>	..... <b>HE Number</b>	..... <b>Date</b>
..... <b>Effective Date</b>				

**HSS Registration Details (to be completed by HSS)**

**Created on** .....

**Last Updated on** .....

26/04/18