

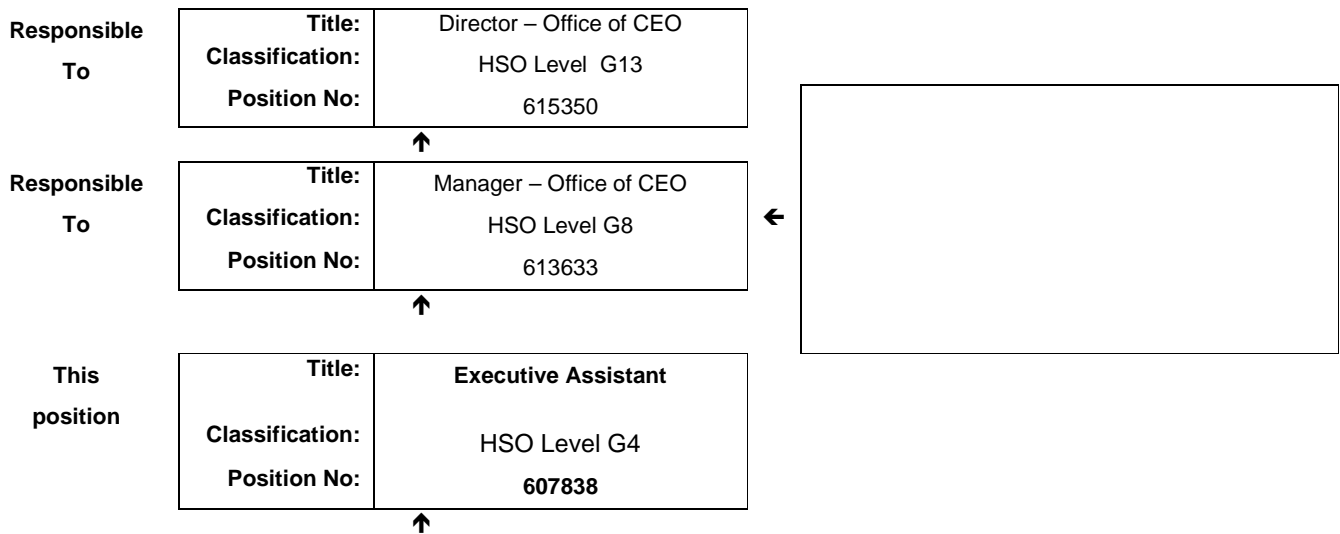


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Area Office		Position No:	607838
Division:	Area Operations	Title:	Executive Assistant
Branch:	Executive Services	Classification:	HSO Level G4
Section:		Award/Agreement	Health Salaried Office Agreement

Section 2 – POSITION RELATIONSHIPS



Positions under direct supervision: NIL	← Other positions under control:								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Position No.</td> <td style="width: 50%; text-align: center;">Title</td> </tr> <tr> <td style="text-align: center;">Nil</td> <td></td> </tr> </table>	Position No.	Title	Nil		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; text-align: center;">Category</td> <td style="width: 30%; text-align: center;">Number</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Category	Number		
Position No.	Title								
Nil									
Category	Number								

Section 3 – KEY RESPONSIBILITIES

Provides confidential executive and administration support to the Chief Executive Officer (CEO) WA Country Health Service (WACHS) to ensure efficient and effective management of the Office of the CEO.

WA Country Health Service – Central Office
26 September 2017
REGISTERED

TITLE	Executive Assistant	POSITION NO	607838
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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

WACHS improves country people’s health and well-being through access to quality services and by supporting people to look after their own health

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

OUR GUIDING PRINCIPLES

Consumers first in all we do
 Safe, high quality services and information at all times
 Care closer to home where safe and viable.
 Evidence based services
 Partnerships and collaboration

OUR VALUES

Community – making a difference through teamwork, cooperation, a ‘can do’ attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

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

<p>WA Country Health Service – Central Office</p> <p>26 September 2017</p> <p>REGISTERED</p>
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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
	ADMINISTRATION		
1.	Arranges and maintains schedule of appointments. Meetings and other commitments for the CEO WACHS to facilitate efficient time management.	D	45%
2.	Screens incoming correspondence and emails, redirect to appropriate staff for action; draws CEO attention to urgent and important items and initiates appropriate actions to facilitate management of work flow through the office, drafts and/or prepare correspondence where appropriate/needed..		
3.	Maintains a bring up systems of commitments and reminders for the CEO WACHS of actions required and initiate follow-up with other staff to ensure that commitments are met.		
4.	Compile and collate file, papers and other information to brief the CEO WACHS on specific issuers or in preparation for meetings.		
5.	Receive and screen visitors and vets telephone calls to brief the CEO and redirect to other staff as appropriate.		
6.	Liases with other Government agencies. Minister for Health office. Office of Director General of Health, other external agencies and various internal departments as necessary.		
	Administrative Support	D	45%
7.	Organises meetings/functions and provide administrative support including preparative of agenda and supporting documentation: records and distributes minutes and follows-up agrees actions as required.		
8.	Maintains confidential filing systems, including catering and other services and suppliers, and facilitate associated payments of accounts and forward for processing.		
9.	Raise requisition and stationery orders including of the CEO WACHS, complies and summarise information and prepare related reports as required		
10.	Undertake research at the request of the CEO WACHS, complies and summarise information and prepare related reports as required.		
11.	Advises senior staff on administrative and procedural matters and provides assistance to support to maximise office efficiency.		
12.	Manage travel and accommodation requirements for the CEO WACHS, liaises with Regional areas in the preparation of travel itinerary and relevant travel services as necessary.		
13.	OTHER Undertakes reception duties	A/R	10%
<p>The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to 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.</p>			



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Section 5 – SELECTION CRITERIA

ESSENTIAL

- Extensive executive and administration experience at a senior level.
- Well-developed interpersonal and communication skills, with the ability to liaise effectively across all levels internal and external to the organisation.
- Demonstrated ability to maintain confidentiality and use discretion in seeking and relying information.
- Demonstrated initiative with the ability to assess the urgency and importance of situations and take decisive and appropriate action's as required.
- Excellent time management and organisational skills, including the ability to meet strict deadlines.
- High level word processing skills with extensive experience in the use of the MS office suite.

Section 6 – APPOINTMENT FACTORS

Location	Perth	Accommodation	
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance 		
Specialised equipment operated			

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: ____/____/____
Executive Services

Signature and Date: ____/____/____
Chief Executive Officer

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

