



## Job Description Form

HSS Registered

**Administrative Assistant**  
**Health Salaried Officers Agreement; Level G3**  
**Position Number: 00006247**  
**Health Information and Administrative Services**  
**Women and Newborn Health Service**

### Reporting Relationships

Manager, Health Information and Administrative  
 Services  
 Award Level: HSO G8  
 Position Number: 00013777



Administrative Services Coordinator  
 Award Level: HSO G5  
 Position Number: 00013778



**This Position**



← Also reporting to this supervisor:

Directly reporting to this position:			Other positions under control
<b>Title</b>	<b>Classification</b>	<b>FTE</b>	•
		<b>0</b>	

**Prime Function / Key Responsibilities**  
 Provides secretarial and administrative assistance to the Director of Allied Health and Allied Health Heads of Department.

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

### 1. Professional

- 1.1 Provide confidential administrative, secretarial and reception support to the Director Allied Health, including maintenance of electronic diaries and the filing system.
- 1.2 Provide secretarial and administrative support to the Allied Health Heads of Departments, including maintenance of electronic diaries and the filing system.
- 1.3 Under direction prepare correspondence, reports and documents on a wide range of issues for signature.
- 1.4 Schedule meetings, organise venues, prepare agenda papers and provide comprehensive administrative support for all appropriate committees, including undertaking the role of minute secretary.
- 1.5 Provide cover and support for the Allied Health clerical staff as required.
- 1.6 Coordinate the processing of and maintain a system to track the progress of recruitment, contract documents, leave requests, resignations and termination forms.

### 2. Allied Health System

- 2.1 Help Desk for the clinical staff in the Allied Health Departments.
- 2.2 Extracts data from Allied Health System and provides reports as directed by the Director Allied Health and Heads of Departments.
- 2.3 Perform other duties as directed by the Director Allied Health.

### 3. NMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 4. Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Demonstrated high level administrative and secretarial skills and proven ability to maintain confidentiality.
2. Demonstrated initiative and flexibility to undertake duties with minimum supervision.
3. Demonstrated organisational skills.
4. Demonstrated competence in computing skills including proficiency in word-processing, Microsoft Excel, PowerPoint, Outlook Calendar.
5. Demonstrated high level of interpersonal and written skills.
6. Demonstrated minute taking experience.

### Desirable Selection Criteria

1. Relevant experience in the health industry.
2. Experience in data management.
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/HE:  
Date:

#### Dept./Division Head

Name:  
Signature/HE:  
Date:

#### Position Occupant

Name:  
Signature/HE:  
Date: