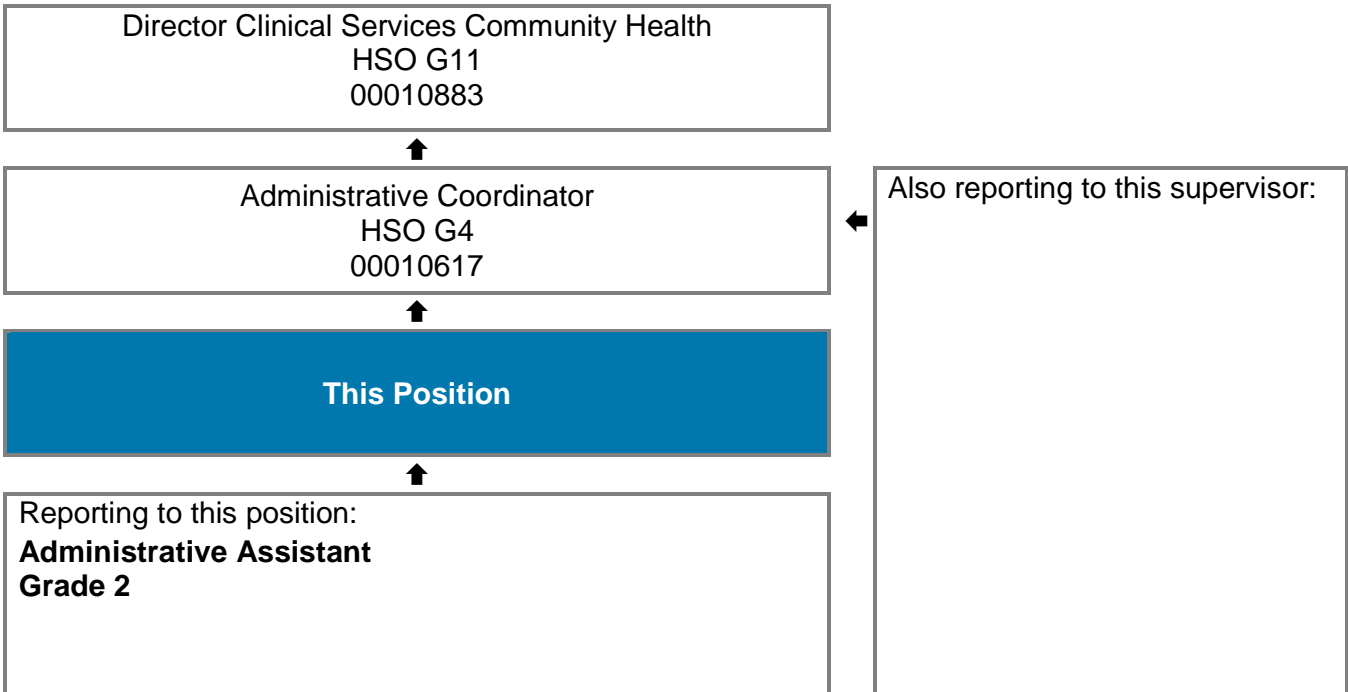




HSS REGISTERED

Administrative Officer
 Health Salaried Officers Agreement; Level G3
 Position Number: 00009376
 Aboriginal Health Directorate
 State Child Development Centre

Reporting Relationships



Key Responsibilities

Provides a high level administrative support service across a region within a Child and Adolescent Community Health (CACH) zone, including the management of regional staff and resources in consultation with senior management.

Brief Summary of Duties

LINE MANAGEMENT

1. Line manages and supports administrative staff in performing their roles as well as ensuring timely workflow practices.
2. Participates in the orientation and training of new administrative staff into specific job roles.
3. Undertakes regular performance management of staff under direct supervision and updates employee information.
4. Maintains regional staff mandatory/professional development records.

ADMINISTRATION

1. Oversees regional office coordination to support the functions of the zone including general office management, maintenance and administrative services.
2. Develops and maintains relevant office systems ensuring the security of confidential information.
3. Responsible for regional asset management including equipment, furniture, mobile phones and local vehicle fleet management including mileage registration.
4. Supports the Administrative Coordinator with regional facilities management.
5. Provides administrative support to the clinical team by arranging meetings, providing minute secretary support and managing electronic and hard copy documentation.
6. Drafts correspondence/reports for the Community Clinical Nurse Manager and/or senior clinical staff and provides backup support for typing and reception for the regional office.
7. Responsible for scheduling appointments, registering clients and the timely and accurate entry of data to Information Systems (CDIS, HCARE & TOPAS).
8. Administers human resource information systems and rostering as required. (HRIS and RoStar)
9. Plans and undertakes administrative functions and special projects as directed by the Administrative Coordinator.
10. Compiles and summarises activity data and other relevant information for the region and prepares reports.
11. Monitors and provides reports on continuity or termination of staff contracts within the region and liaises with relevant line manager and Health Corporate Network (HCN) ensuring relevant documentation is completed and forwarded to HCN relating to staff leave.

ACCOUNTS

1. Manages and verifies service accounts for approving by relevant delegated authority using I-Procurement or P-card Systems as required.
2. Manages and authorises the Petty Cash system as required.

OTHER

1. Strives to achieve continuous improvement of the service through participation and implementation of quality improvement activities and projects.
2. Identifies client and staff safety risks and incidents and reports these accordingly.
3. Performs duties in accordance with Child and Adolescent Health Service and Child and Adolescent Community Health Service policies and procedures.
4. Carries out other duties as directed.

CAHS Duties

- Responsible for ensuring, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- Performs duties in accordance with Government, WA Health, Child and Adolescent Health Service and Departmental/ Program Specific Policies and Procedures.
- Performs duties in line with the National Safety and Quality Health Services Standards and within best practice.
- Participates in a continual process to monitor, evaluate and improve patient safety and ensuring that services are family centred.
- Performs duties in accordance with the relevant Occupational Safety and Health, Equal Opportunity Legislation, WA Health Code of Conduct and Public Sector Code of Ethics.
- Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Previous experience or demonstrated ability to manage and supervise staff.
2. Considerable administrative experience and ability to work autonomously within a multi-disciplinary team.
3. Well-developed interpersonal skills and proven ability to communicate with staff and people of all levels.
4. Well-developed time management and organisational skills including the ability to prioritise workload and meet deadlines.
5. High level word processing skills, experience in the use of MS Office suite as well as a sound knowledge and application of their advanced capabilities.
6. Current knowledge and commitment of legislative and other regulatory requirements in the areas of equity and diversity, disability services and occupational safety and health and how these impact on employment, people management and service delivery.

Desirable Selection Criteria

1. Previous experience in a health service environment.
2. Knowledge and experience in using medical records and data management systems.

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

.....
Directorate/ Dept. Head 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 April 2013 Last Updated on July 2018
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