



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

Central Office		<b>Position No:</b>	614899
<b>Division:</b>	Operations	<b>Title:</b>	Executive Assistant
<b>Branch:</b>	Office of the Chief Operating Officer	<b>Classification:</b>	HSO Level G4
<b>Section:</b>		<b>Award/Agreement</b>	Health Salaried Officers Agreement

### Section 2 – POSITION RELATIONSHIPS

Responsible To	<b>Title:</b> Chief Operating Officer	↑	<b>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</b>  Title Nil
	<b>Classification:</b>		
<b>Position No:</b> 614487			
Responsible To	<b>Title:</b> Executive Liaison Officer (COO)	↑	←
	<b>Classification:</b> HSO Level G6		
<b>Position No:</b> 613959			
This position	<b>Title:</b> Executive Assistant	↑	
	<b>Classification:</b> HSU Level G4		
	<b>Position No:</b> 614899		

<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>								
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td></td> </tr> </tbody> </table>	Position No.	Title	Nil		<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Category	Number		
Position No.	Title								
Nil									
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### Section 3 – KEY RESPONSIBILITIES

Provides confidential and administrative support to the WA Country Health Service (WACHS) Chief Operating Officer (COO) and the Executive Director Health Programs (EDHP). Provides support to the Directors and staff in the Operations and Health Programs Division of the WA Country Health Service Central Office.

WA Country Health Service –  
Central Office

13 July 2018

REGISTERED

TITLE	Executive Assistant	POSITION NO	614899
		CLASSIFICATION	HSO Level G4



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, Aboriginal 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 – What we are here to do**

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 the experience of health 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.

**Justice** – valuing diversity, achieving health equality, cultural respect and a fair share for all.

WA Country Health Service – Central Office  <b>13 July 2018</b>  <b>REGISTERED</b>
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**Section 4 – STATEMENT OF DUTIES**

<b>Duty No.</b>	<b>Details</b>	<b>Freq.</b>	<b>%</b>
<b>1.0</b>	<b>EXECUTIVE SUPPORT</b>		<b>45</b>
1.1	Arrange and maintain schedules of appointments, meetings and other commitments for COO and EDHP.		
1.2	Screen incoming correspondence, redirect to appropriate staff for action; draw urgent and important items to the attention of COO and Executive Liaison Officer (ELO) and initiates appropriate actions to facilitate management of work flow through the office; draft and/or prepare correspondence where appropriate/required.		
1.3	Maintain a diary/bring up system of commitments and reminders for the COO and EDHP required and initiate follow up with other staff to ensure that commitments are met.		
1.4	Compile and collate files, papers and other information to brief the COO and EDHP on specific issues or in preparation of meetings.		
1.5	Coordinates internal and external communication and correspondence for the COO and EDHP and other senior staff.		
1.6	Receive and screen visitors and phone calls and redirect to other staff as appropriate.		
1.7	Arranges travel and accommodation requirements in liaison with the COO and EDHP and other staff as required.		
<b>2.0</b>	<b>ADMINISTRATIVE SUPPORT</b>		<b>45</b>
2.1	Organise meetings/functions and provide administrative support including preparation of agenda and supporting documentation, recording and distributing minutes and follow up actions, catering and video conferencing support on behalf of the COO and EDHP as required.		
2.2	Maintains a confidential filing system, including electronic systems and databases, to ensure appropriate records are kept and are secure on behalf of the COO and EDHP.		
2.3	Liaise with internal and external personnel on behalf of the COO and EDHP.		
2.4	Undertake research at request of the COO and EDHP, compile and summarise information and prepare related reports as required.		
2.5	Manage travel and accommodation requirements for the COO and EDHP. Prepare itineraries including liaising with relevant travel services.		
2.6	Provides other general administration for COO and EDHP as required.		
<b>3.0</b>	<b>OTHER</b>		<b>10</b>
3.1	Performs other duties as required.		

*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.*



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**Section 5 – SELECTION CRITERIA**

**ESSENTIAL**

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

**Section 6 – APPOINTMENT FACTORS**

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

**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

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