



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	300032
Division:	Pilbara	Title:	Executive Assistant
Branch:	Hedland Health Campus	Classification:	HSO Level G-3
Section:	Administration	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	<table border="1"> <tr><td>Title:</td><td>Regional Director</td></tr> <tr><td>Classification:</td><td>HSO Class 2</td></tr> <tr><td>Position No:</td><td>600100</td></tr> </table>	Title:	Regional Director	Classification:	HSO Class 2	Position No:	600100
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OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
Senior Finance Officer
Senior Medical Imaging Tech
Senior Medical Officer
Coordinator Property & Fleet
Coordinator Nursing & Midwifery
Coordinator Nursing - Aged Care
Business Manager/s
Nurse Manager
Aboriginal Liaison Officer

Positions under direct supervision:	← Other positions under control:								
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Section 3 – KEY RESPONSIBILITIES

Provides a comprehensive and efficient administrative and secretarial service to the Hedland Health Campus Senior Management staff.

WA Country Health Service

12th January 2018

REGISTERED

TITLE	Executive Assistant	POSITION NO	300032
		CLASSIFICATION	HSO Level G-3



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 over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State’s major maternity hospital – and 40% of the State’s emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, 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 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.

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

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	EXECUTIVE SUPPORT		
1.1	Arrange and maintain schedules of appointments, meetings and other commitments for the Operations Manager.		
1.2	Screen incoming correspondence, redirect to appropriate staff for action; draw urgent and important items to the attention of the Operations Manager and other executive staff		
1.3	Initiate appropriate actions to facilitate management of work flow through the office; draft and/or prepare correspondence where appropriate/required.		
1.4	Provides administrative and secretarial support to the committees responsible to Health Campus Operations Manager.		
1.5	Coordinates internal and external communication and correspondence for the Operations Management and senior staff		
1.6	Maintains a records and filing system, including organising general office systems and ensuring confidential filing systems and data collections are maintained for the Health Campus including District Health Advisory Committee.		
1.7	Arranges travel and accommodation requirements in liaison with the Operations Manager		
1.8	Maintain a diary/follow up system of commitments and reminders for the executive staff of actions required and initiate follow up with other staff to ensure that commitments are met.		
1.9	Compile and collate files, papers in preparation of meetings.		
2.0	ADMINISTRATIVE		
2.1	Receive and screen visitors and phone calls and redirect to other staff as appropriate.		
2.2	Responsible for arranging all catering for meetings, conferences and functions including room bookings as requested by the Operations Manager and Senior Staff.		
3.0	OTHER		
3.1	Participates and contributes to Quality Activities and customer focus.		
3.2	Ensure appropriate compliance with OS & H pertaining to responsibilities of the position.		
3.3	Other specific duties as directed by the Operations Manager		
3.4	Maintains flexibility in regard to performance of duties.		
	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. Demonstrated interpersonal skills and communication skills (written and verbal)
2. Sound Secretarial and clerical skills with accurate word processing and minute taking skills
3. Proven organisational skills and time management skills and the ability to exercise discretion and use initiative.
4. Demonstrated customer focus skills
5. Demonstrated ability to use various software packages, spreadsheets and word processing packages (MS Office)
6. Current C or C-A Drivers Licence

DESIRABLE

1. Relevant experience in a health service environment.
2. Knowledge and exposure to government processes and procedures
3. Knowledge of Occupational Safety and Health, Equal Employment Opportunity and Disability Services Obligations.

Section 6 – APPOINTMENT FACTORS

Location	South Hedland	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	District Allowance if applicable, Annual Leave Travel Concession if applicable, one week additional leave for above the 26 th Parallel, Air-conditioning subsidy if applicable 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 • Current C or C-A Class drivers licence 		
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.

WA Country Health Service
12th January 2018
REGISTERED

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Signature and Date: ____/____/____
Operations Manager – East Pilbara

Signature and Date: ____/____/____
Regional Director

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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