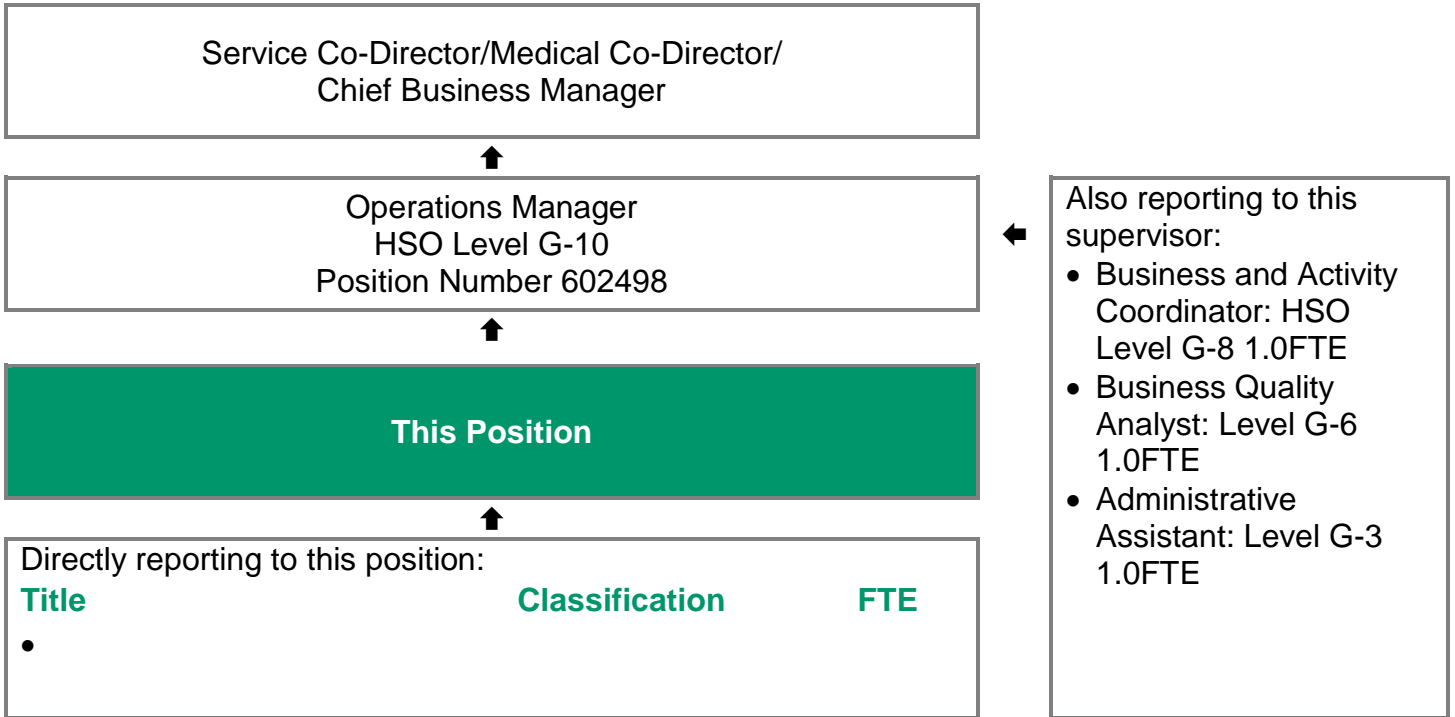




HSS REGISTERED

Business Support Officer
Health Salaried Officers Agreement: Level G-4
Position Number: 603218
Service 3
Royal Perth Bentley Group / East Metropolitan Health Service

Reporting Relationships



Key Responsibilities

Provides confidential, administrative support to the Operations Manager, in daily activities including efficient and effective human resource management and processing, assisting in preparation of monthly activity and management reports, collation and analysis of data, business and project support for Service 3 within Royal Perth Bentley Group.

Brief Summary of Duties (in order of importance)

1. Human Resources

- 1.1 Participates in Recruitment and Selection of non-nursing, for the Service. Organises and prepares documentation associated with interview processes.
- 1.2 Preparation of Employment Requests to Operations Manager and Service Co-ordinator, collation of information and submission to Program Managers or Health Support Services (HSS) for processing.
- 1.3 Reviews and maintain Job Description Forms for the Service.
- 1.4 Follows processes for signing up new employees on fixed term contracts to Service departments as required and submission to HSS.
- 1.5 Maintains database and prepares paperwork for contracted staff within division (including limited funded positions).
- 1.6 Monitors Leave Liability Reports for Operations Manager.
- 1.7 Maintains HRIS (Lattice), including leave, monitoring temporary contracts, higher duties, updates for non-nursing staff as directed and in consultation with HSS.
- 1.8 Enters, maintains and authorises non-nursing rosters in the RoStar payroll system. Undertakes administration associated with RoStar and entering of Overtime and On-Call claims. Authorises payments through to Health Corporate Network.
- 1.9 Provides ongoing advice and assistance to managers, medical and other allied health professionals on human resource and payroll matters.
- 1.10 Data entry of pay only invoices through Oracle and arranges purchase requisitions and engineering requests on behalf of the Service.
- 1.11 Liaises with Health Corporate Network regarding HRIS, RoStar, Accounts and Supply/Purchasing.
- 1.12 Maintains filing system for relevant staff portfolios including leave, rosters and personal files ensuring security of confidential documents.

2. Finance and Business Performance

- 2.1 Assists in monitoring financial analysis (ie payroll costing adjustments) on specific areas of the Service budget and problem solve on issues and variances in FTE as required.
- 2.2 Provides ongoing advice and assistance to Medical, Admin and other Allied Health professionals on payroll issues.
- 2.3 Generates reports to queries using data management tools Enters data into computer applications to produce spreadsheets, and organisation charts.
- 2.4 Assisting in performing the Accounts Payable, Accounts Receivable, banking and invoice functions for the Service.
- 2.5 Undertakes business project work as directed by the Operations Manager and Business and Activity Coordinator.
- 2.6 Prepares draft correspondence to assist the Operations Manager and Business and Activity Coordinator.
- 2.7 Maintains database for contracted staff within Service as per budgeted positions.

3. EMHS 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, South 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. Extensive administrative experience with a high level of attention to detail.
2. Well-developed verbal, written and interpersonal communication skills, including the ability to communicate and gain cooperation of staff at all levels.
3. Demonstrated knowledge of recruitment processes in public sector.
4. Demonstrated ability to work independently with high level organisational skills and the ability to plan, prioritise and coordinate activities effectively under pressure.
5. Demonstrated high level of computer skills with proven experience in a Windows environment.

Desirable Selection Criteria

1. Previous relevant experience within a hospital/health care environment.
2. Knowledge of Human Resource Information (HRIS) and Rostering (RoStar) Systems.
3. Demonstrated ability in the use of Oracle (Finance & Reporting).
4. 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	or	_____ HE Number	_____ Date
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_____ Dept. / Division Head Name	_____ Signature	or	_____ HE Number	_____ Date
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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	July 2018	Last Updated on	October 2018
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