



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

GREAT SOUTHERN		Position No:	614887
Division:	Great Southern Mental Health Service	Title:	Administrative Assistant
Branch:		Classification:	HSO Level G-3
Section:		Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title: Manager Mental Health Classification: HSO Level G-10 Position No: 007616
	↑
Responsible To	Title: Mental Health Safety and Quality Officer Classification: HSO Level G-7 Position No: 615189
	↑
This position	Title: Administrative Assistant Classification: HSO Level G-3 Position No: 614887
	↑

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
615205 Business Support Officer HSO LG-5

Positions under direct supervision:			← Other positions under control:	
Position No.	Title		Category	Number
007619	Clerical Officer	HSO LG-2		
007735	Clerical Officer	HSO LG-2		
008075	Clerical Officer	HSO LG-2		
613681	Clerical Officer	HSO LG-2		

Section 3 – KEY RESPONSIBILITIES

Responsible for the coordination of the daily activities of the GSMHS Administrative Team. Provide comprehensive administrative support to the Great Southern Mental Health Service Directorate.

WA Country Health Service –
Great Southern

23 August 2018

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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 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.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1	ADMINISTRATION	D	65
1.1	Provides comprehensive administrative support to the staff of Great Southern Mental Health Service.		
1.2	Provides expert user support for PSOLIS and continually update the electronic database for the Great Southern Mental Health Service PSOLIS system. Provide education in using PSOLIS and WebPAS reporting systems.		
1.3	Regularly analyse the data contained within the databases and runs reports as required.		
1.4	Supervision of clerical staff in training, education, monitoring and staff development.		
1.5	Maintains fleet cars – organises services, cleaning, replacement, processes claims and arranges repairs as necessary.		
1.6	Responsible for establishing and maintaining medical, corporate and other records to the required standards.		
1.7	Makes amendments to rostering system as required.		
1.8	Arranges travel and accommodation requirements for staff.		
1.9	Prepare and coordinate agendas, minutes and briefing notes for Committee Meetings, and attends meetings as minute taker as required.		
1.10	Coordinates update and maintenance of fleet mobile phones.		
1.11	Updates and maintains the assets register.		
1.12	Provides guidance with reception and switchboard including hands on assistance if required.		
1.13	Organises the stores for the office and requests purchase orders as required.		
1.14	Arrange maintenance of equipment and buildings and prepares the maintenance requisitions as necessary.		
2	HUMAN RESOURCES	R	10
2.1	Provides supervision and support to reception/clerical staff.		
2.2	Assists with recruitment, selection, and orientation of new staff to the Great Southern Mental Health Service.		
2.4	Supervises staff performance and organises identified training needs.		
3	PROJECT AND RESEARCH	O	10
3.1	Assists the Manager in aspects of budget and finance.		
3.2	Collects data from PSOLIS and other programs as required by manager for service planning and development.		
4	FINANCE	D	10
4.1	Officer incurring invoices.		
4.2	Actions purchases via P-Card processes and within Public Sector Standards		
4.3	Assists in monitoring the budget and expenditure, and the preparation of financial reports and returns.		
5	OTHER	O	5
5.1	Carries out other duties as directed.		
<div style="border: 2px solid black; padding: 10px; text-align: center;"> WA Country Health Service – Great Southern 23 August 2018 REGISTERED </div>			
<i>The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in 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.</i>			

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated administrative experience including the use of administrative systems such as word processing, databases and spreadsheets
2. Demonstrated organisational skills with the ability to problem solve
3. Demonstrated high level communication (written and verbal) and interpersonal skills
4. Demonstrated experience in leading and supervising staff
5. Proven ability to work effectively with minimal supervision and as part of a team
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health and how these impact on employment and service delivery

DESIRABLE

1. Experience in the application of records or information management systems
2. Administrative experience in a mental health setting

Section 6 – APPOINTMENT FACTORS

Location	Albany/ Katanning	Accommodation	Not applicable
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance and Working with Children (WWC) check • Successful Pre- Placement Health Screening clearance 		
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.

Signature and Date: ____/____/____
Manager

Signature and Date: ____/____/____
Regional Director

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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.

Name	Signature	Date Appointed	Date Signed

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