



HSS REGISTERED

Administrative Assistant
Health Salaried Officers Agreement: HSO Level G2
Position Number: 114928
Fiona Stanley Fremantle Hospital Group / South Metropolitan Health Service

Reporting Relationships

Service Director
Level G14
Position Number: 113259



Executive Assistant
Level G4
Position Number: 114130



This Position



Directly reporting to this position:

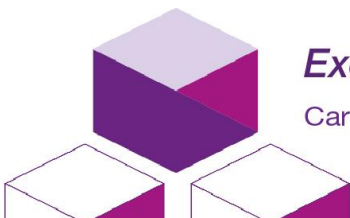
Title	Classification	FTE

← Also reporting to this supervisor:

- Title, Level, FTE

Key Responsibilities

Provides an efficient secretarial and administrative service to designated Department, Service or Centre.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

Brief Summary of Duties (in order of importance)

1. Administrative Duties

- 1.1 Works within the administration team and provides secretarial support including actioning routine matter, draft responses and prepare basic reports.
- 1.2 Transcribe correspondence, memoranda, minutes, clinical reports/summaries and presentations from dictation or draft. Proof read and edits copy for completeness and correctness.
- 1.3 Arranges meetings, prepares agendas and takes minutes as required.
- 1.4 Organises and maintains filing systems.
- 1.5 Maintains department and other applicable databases.
- 1.6 Raises requisitions and stationary orders as required, including catering and other services/supplies.
- 1.7 Facilitates payment of accounts by getting invoices authorised and forwarding for processing.
- 1.8 Monitors and organises maintenance of assets including printers and other equipment.
- 1.9 Provides a reception service to the area. Receive visitors (patients, staff or members of the public) and phone calls and responds, informs or directs appropriately.

2. SMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment
- 2.2 Participates in an annual performance development review.
- 2.3 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.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated experience in the provision of administrative support.
2. Demonstrated relevant skills and experience in the use of personal computer software applications, including word processing.
3. Good interpersonal, verbal and written communication skills with the ability to liaise with clients and staff at all levels.
4. Good organisational skills with the ability to prioritise workloads to meet deadlines
5. Ability to work with minimal supervision and in a team environment
6. Demonstrated ability to maintain confidentiality

Desirable Selection Criteria

1. Previous clerical experience in a Health Care environment.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- 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	Last Updated on January 2019
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