



North Metropolitan Health Service
Job Description Form

HSS Registered November 2018

Administrative Officer

Health Salaried Officers Agreement: Level G3

Position Number: 006031

**WA Cancer and Palliative Care Network – Clinical Implementation Unit
 Sir Charles Gairdner Hospital**

Reporting Relationships

Director of Nursing and Co-Director, WACPCN, CIU
 Award Level: HSO Level G12
 Position Number: 005506



Coordinator of Nursing
 Award Level: RN SRN Level 6
 Position Number: 005506



Also reporting to this supervisor:

- Cancer Nurse Coordinators
005585, RN SRN Level 4
- Nursing Educator Palliative Care
006195, RN SRN Level
- Nurse Educator
005719, RN SRN Level 3
- Clinical Nurse Specialists
005975, RN SRN Level 2

This Position



Directly reporting to this position:

Title	Classification	FTE
Nil		

Other positions under control

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Prime Function / Key Responsibilities

Provides confidential secretarial and high level administrative support services to the Coordinator of Nursing and the Cancer Nursing team to assist in the provision of state-wide cancer coordination services.

Brief Summary of Duties (in order of importance)

1. Administrative (50%)

- 1.1 Provides confidential, comprehensive and effective administrative support to assist the Coordinator of Nursing and Cancer Nurse Coordination Team in the provision of a state-wide service.
- 1.2 Assists with administration orientation of new/relief staff members i.e. IT access, keys, security passes, parking, orientation program etc.
- 1.3 Arranges and coordinates Cancer Nurse Coordination Team functions and meetings. Provides administrative assistance prior to and at meetings including development and timely distribution of invitations, compilation of attendance lists, agendas, minute-taking and distribution of minutes in a timely manner and ensures actions are followed up.
- 1.4 Provides administrative support for Cancer Nursing education sessions, study days and clinical workshops including sponsorship and speakers and produces attendance certificates.
- 1.5 Raises requisitions and obtains quotes including catering, stationary, other services and supplies and assists with accurate financial recording and reporting.
- 1.6 Assists with the registration of staff members attending local, interstate and international conferences/seminars in liaison with NMHS Travel Coordinator in the Chief Executive Office and prepares travel application documents as required for timely submission as outlined in the NMHS Staff Travel Policy.
- 1.7 Organises, orders and maintains supplies of Cancer Nursing Team resources including patient information booklets, external publications, clinical/referral forms, patient loan equipment and general office supplies.
- 1.8 Responsible for entering CNC Professional development information in to LATTICE
- 1.9 Assists the Nursing team with clinical audit, data entry and report writing.
- 1.10 Creates rosters for the Cancer Nursing team and enters shift variations and leave in RoStar
- 1.11 Assists with recruitment processes for the Cancer Nursing team and prepares HSS forms and provide HSS interface as required by Coordinator of Nursing and WACPCN Executive.

2. Secretarial (40%)

- 2.1 Arranges and maintains diaries of appointments and meetings for Coordinator of Nursing and the Cancer Nurse Coordination team; including scheduling of talks and presentations.
- 2.2 Develops templates for Coordinator of Nursing and Cancer Nursing team and prepares complex documents to a high standard of accuracy and presentation.
- 2.3 Drafts routine correspondence, types summaries, letters, patient documentation, memos, spreadsheets, reports and general correspondence including photocopying and distribution.
- 2.4 Provides Dictaphone transcription and data entry.
- 2.5 Develops and maintains appropriate and accurate office systems, including filing and electronic document management and archive systems, ensuring the security of confidential information.
- 2.6 Orientates and instructs new/relief staff and provides cover and assistance to department staff.

3. Other (10%)

- 3.1 Attends to service enquiries and referrals including phone and email and actions accordingly.
- 3.2 Participates in performance development.
- 3.3 Identifies client and staff safety risks and incidents and reports these accordingly.
- 3.4 Complies with NMHS policies and procedures, NMHS code of conduct and other relevant Legislation.
- 3.5 Other duties as outlined in the WACPCN CIU administrative duties guide.

4. NMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 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.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated administrative, secretarial and office management experience.
2. Demonstrated well-developed written and oral communication skills and proven ability to communicate effectively with a range of senior and professional staff.
3. Demonstrated analytical and organisational skills and ability to prioritise tasks, work effectively under pressure and meet deadlines.
4. Demonstrated experience with Windows environment, advanced word processing and other packages e.g. PowerPoint, Excel, Access and other data base programs.
5. Demonstrated fast and accurate keyboard skills, including data entry.
6. Effective interpersonal skills and the ability to work independently or cooperatively as part of a team.
7. Proven capacity to maintain confidentiality.

Desirable Selection Criteria

1. Good general knowledge of the structure and operation of cancer services in WA.
2. Motor vehicle driver's license.

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: Violet Platt
Signature/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date:

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