



North Metropolitan Health Service
Job Description Form

HSS REGISTERED

Executive Assistant

Health Salaried Officers Agreement: Level G-5

Position Number: 005727

Office of the Chief Executive

North Metropolitan Health Service

Reporting Relationships

Area Chief Executive, NMHS
 Health Executive Service



Manager Office of the CE
 Award Level: HSO Level G-11
 Position Number: 008138



Ministerial Coordinator
 Award Level: HSO Level G-8
 Position Number: 007749



This Position



← Also reporting to this supervisor:

- Administration Assistant, Level G-3, 00007206
- Executive Officer, Level G-5

Directly reporting to this position:

Title	Classification	FTE
Nil		

Other positions under control

- Nil

Prime Function / Key Responsibilities

Provides confidential secretarial and administrative support to the Chief Executive and the Office of the Chief Executive. Forms an integral part of the small Office of the Chief Executive team.

Brief Summary of Duties (in order of importance)

1. SECRETARIAL

- 1.1 Arranges and maintains a schedule of appointments, meetings and other commitments for the Chief Executive to enable efficient time management.
- 1.2 Screens incoming correspondence including e-mails, redirects to appropriate staff for action; draws the Chief Executive's attention to urgent and important items and takes action as appropriate to facilitate the management of the work flow through the office; drafts routine correspondence.
- 1.3 Maintains a bring-up system and diary of commitments and reminds the Chief Executive of actions required. Undertakes follow-up with other staff to ensure commitments are met.
- 1.4 Compiles and collates files, papers and other information for the Chief Executive on issues or to prepare for meetings.
- 1.5 Receives and screens visitors and phone calls and redirects to other staff as appropriate.
- 1.6 Types correspondence and reports and prepares complex documents to a high standard of accuracy, attention to detail and presentation.

2. EXECUTIVE/ADMINISTRATIVE SUPPORT

- 2.1 Provides direct executive and administrative support to the Chief Executive and undertakes confidential liaison with the WA Health Executive and external bodies.
- 2.2 Organises meetings and functions and provides secretariat support to the Area Executive Group and a range of NMHS Committees. This includes preparation of agendas and supporting documentation; recording and distributing minutes; follow-up of agreed actions as required.
- 2.3 Coordinates research, compiles and summarises information and prepares reports as required.
- 2.4 Manages FTE approval process for the Chief Executive.
- 2.5 Arranges materials for presentations and meetings.
- 2.6 Maintains the Chief Executive's filing system; ensures that appropriate records are kept, files and retrieves information; ensures the security of confidential documents.
- 2.7 Assists with the implementation of the NMHS Travel Coordination function, including quotes, bookings, reporting and advice to NMHS staff. .
- 2.8 Participates in a continuous process to monitor, evaluate and develop performance within the Office of the Chief Executive.
- 2.9 Provide leave coverage to Ministerial Coordination Officer for short periods when required.
- 2.10 Undertakes other administrative duties in support of the Chief Executive and the Manager, Office of the Chief Executive as required.

3. NMHS 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 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.4 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.5 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 secretarial and administrative experience at a senior level.
2. Well-developed interpersonal skills and proven ability to communicate with senior executives and gain the cooperation of staff and people at all levels, in a busy environment with competing demands.
3. Ability to maintain confidentiality and use discretion in relaying and managing information.
4. High level of initiative; ability to assess the urgency and importance of situations and take decisive and appropriate action.
5. Excellent time management and organisational skills, including the ability to meet strict deadlines.
6. Well-developed written and presentation skills for preparation of correspondence, reports and presentations. Attention to detail.
7. High level word processing skills; experience in the use of the MS Office suite and good knowledge of their advanced capabilities, in particular Microsoft Word, Excel and PowerPoint.
8. 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 Selection Criteria

1. Good general knowledge of the local health service and its place in the WA health system.
2. 'C' or 'A' class driver's licence.

Appointment Prerequisites

Appointment is subject to:

- The completion of 100 point Identification Check.
- A successful Criminal Record Screening Clearance.
- A successful Pre-Employment Integrity Check.
- A 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	Dept./Division Head	Position Occupant
Natalie Chalwell HE27356 09 January 2019	Nicole Bennett He 06231 09 January 2019	Stacey Cowan