



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Area Office		Position No:	615857
Division:	WA Country Health Service	Title:	Administrative Assistant
Branch:	Population Health	Classification:	HSO Level G3
Section:	Health Programs	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	<p>Title: Executive Director Health Programs Classification: HSO Class 2 Position No: 615757</p>
Responsible To	<p style="text-align: center;">↑</p> <p>Title: Area Director Population Health Classification: HSO Level G12 Position No: 608069</p>
This position	<p style="text-align: center;">↑</p> <p>Title: Administrative Assistant Classification: HSO Level G3 Position No: 615857</p>

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<p>Title</p> <ul style="list-style-type: none"> Program Manager Population Health Service Development & Contract Manager Program Manager Public Health Senior Projects Officer – Finance Training and Development Officer

Positions under direct supervision:	← Other positions under control:								
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Position No.</th> <th style="width: 50%;">Title</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Position No.	Title			<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 70%;">Category</th> <th style="width: 30%;">Number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Category	Number		
Position No.	Title								
Category	Number								

Section 3 – KEY RESPONSIBILITIES

Provides comprehensive clerical and administrative support to the central Population Health Team, including the Area Director Population Health.

**WA Country Health Service –
 Central Office
 19 March 2019
 REGISTERED**

TITLE	Administrative Assistant	POSITION NO	615857
		CLASSIFICATION	HSO Level G3



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.



TITLE	Administrative Assistant	POSITION NO	615857
		CLASSIFICATION	HSO Level G3

Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1	CLERICAL		
1.1	Provide a confidential clerical support service to Area Director Population Health and relevant managers as directed.		
1.2	Arrange appointments and meetings for Area Director and relevant managers as directed.		
1.3	Compile and collate files, papers and other information to brief the manager/s on specific issues or in preparation for meetings.		
1.4	Maintain a diary/bring-up system of commitments and reminders for the Area Director and relevant managers of actions required and initiate follow-up with other staff to ensure that commitments are met.		
1.5	Attend to telephone enquiries, screening and directing calls as necessary.		
1.6	Attend to all incoming correspondence and direct to appropriate relevant manager as required		
2	ADMINISTRATIVE		
2.1	Provides administrative support for Central Population Health databases (e.g. children in care, special child health referrals) and communicates new referrals to regions		
2.2	Maintains Central Office Population Health Mail Inboxes and communicates to central population health team		
2.3	Coordinates meetings as directed by Area Director Population Health and relevant managers including initiating and preparing agendas, attending meetings and recording and distributing minutes, as required; follow up allocated tasks prior to next meeting.		
2.4	Organise other meetings and forums as required, making appropriate room and technology bookings as required.		
2.5	Raise requisitions and stationery orders including catering and other services and supplies. Obtain quotes as necessary and facilitate payment of accounts and authorised invoices; complete requisitions and forward for processing.		
2.6	Liaise with Area Director Population Health, relevant managers and other parties to make arrangements for ongoing internal and external communications as required, for example: teleconferencing and videoconferencing.		
2.7	Manage travel and accommodation requirements for Central Population Health Team and others, prepare itineraries including liaising with relevant travel services.		
2.8	Update policy documents, guidelines and procedures as directed		
2.9	Maintain filing system, ensuring appropriate records are kept; file and retrieve information, ensuring the security and confidentiality of documents for manager/s.		
2.1	Undertake other administration tasks as directed.		
3	OTHER		
3.1	To ensure continuity of service, the incumbent may be required to provide cover for other administrative officers for short periods of time as necessary. e.g. lunch breaks etc.		
3.2	Undertake other duties as required or directed.		

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to 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.

<p>WA Country Health Service – Central Office 19 March 2019 REGISTERED</p>

TITLE	Administrative Assistant	POSITION NO	615857
		CLASSIFICATION	HSO Level G3

Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated high level secretarial, reception and administrative skills with experience in working with senior managers.
2. Well-developed interpersonal and communication skills (written and verbal), with the ability to liaise effectively across all levels internal and external to the organisation.
3. Ability to maintain confidentiality and use discretion in seeking and relaying information.
4. Well-developed time management and organisational skills, and the ability to work within tight deadlines with minimum supervision.
5. High level word processing skills with experience in the use of MS Office suite.
6. Demonstrated experience in meeting preparation, minute taking, recording and distribution at senior level.

DESIRABLE

1. Previous administration experience in a health service environment.
2. Possession of, or progress towards, relevant educational or business qualifications.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Perth	Accommodation	As determined by the WA Country Health Service Policy
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 • Successful Pre- Placement Health Screening clearance 		
Specialised equipment operated	Personal Computer		

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: ____/____/____
Area Director - Population Health

Signature and Date: ____/____/____
Executive Director Health Programs

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

<p>WA Country Health Service – Central Office 19 March 2019 REGISTERED</p>
--