



**JOB DESCRIPTION FORM**

**Section 1 – POSITION IDENTIFICATION**

<b>WACHS – South West</b>		<b>Position No:</b>	<b>612646</b>
<b>Division:</b>	Population Health	<b>Title:</b>	<b>Administration Assistant</b>
<b>Branch:</b>	Population Health	<b>Classification:</b>	<b>HSO Level G-3</b>
<b>Section:</b>		<b>Award/Agreement</b>	Health Salaried Officers Agreement

**Section 2 – POSITION RELATIONSHIPS**

<b>Responsible To</b>	<b>Title:</b>	Regional Director – South West
	<b>Classification:</b>	HSO Class 2
	<b>Position No:</b>	613069



<b>Responsible To</b>	<b>Title:</b>	Director Population Health
	<b>Classification:</b>	HSO Level G-11
	<b>Position No:</b>	612862



<b>This position</b>	<b>Title:</b>	<b>Administration Assistant</b>
	<b>Classification:</b>	<b>HSO Level G-3</b>
	<b>Position No:</b>	<b>612646</b>



**OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:**

<b>Title</b>
Community Health Manager Naturaliste
Community Health Manager Wellington
Community Health Manager Bunbury/Harvey
Community Health Manager Warren/Blackwood
Primary Health Manager- Bunbury
Community Nurse Manager – Bunbury/Harvey/Wellington- x 2
Community Nurse Manager- Naturaliste/Warren
Clinical Nurse Manager- Public Health Sub-Acute Coordinator
Stroke Coordinator



Position No.  Nil	<b>← Other positions under control:</b>	
	Category	Number

**Section 3 – KEY RESPONSIBILITIES**

Provides administrative and secretarial support to the Director Population Health & Operations Manager Inland.

<p><b>WA Country Health Service</b>  <b>South West</b></p> <p><b>26 March 2019</b></p> <p><b>REGISTERED</b></p>
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		<b>CLASSIFICATION</b>	<b>HSO Level G-3</b>



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 health the experience of 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**

<b>Duty No.</b>	<b>Details</b>	<b>Freq.</b>	<b>%</b>
<b>1.0</b>	<b>ADMINISTRATIVE AND SECRETARIAL SUPPORT</b>		<b>90</b>
1.1	Provides confidential administrative, secretarial support to the Director Of Population Health & Operations Manager Inland.	D	
1.2	Provides administrative support for Population Health Committees and other committees and working groups when required – prepares agenda papers, processes minutes and correspondence from meetings, undertakes distribution of information to committee members and assumes responsibility for ensuring that the necessary actions flowing from the meetings are carried out and completed.	R	
1.3	Coordinates and prepares draft responses to ministerials, departmental and Parliamentary questions.	O	
1.4	Prioritises and coordinates responses and incoming correspondence to the Director Population health & Operations Manager Inland and undertakes follow-up action as directed.	R	
1.5	Provides summary of information from incoming reports to Director Population Health and compiles response and follow up action as directed.	D	
1.6	Maintains comprehensive files of all correspondence and relevant matters.	D	
1.7	Undertakes research and special projects as required by the Director Population Health and Operations Manager Inland.	R	
1.8	Arranges appointments, accommodation, travel and bookings, and maintains diary of appointments and meetings for the Director Population health & Operations Manager Inland.	D	
1.9	Updates and maintains Intranet sites as required.	R	
1.10	Provides orientation to new staff regarding office processes and methods as required.	O	
<b>2.0</b>	<b>FINANCIAL</b>		
2.1	Provides accurate and efficient management of nominated Pcards in accordance with relevant policy and legislation.	O	
2.2	Ensures preparations, coding and reporting of invoices received into the Inland accounts payable mail box.	R	
<b>3.0</b>	<b>OTHER</b>		<b>10</b>
3.1	Ensures compliance with records management and corporate reporting and communication systems.	R	
3.2	Provides administrative support for selected Senior Managers.	R	
3.3	Participates in Performance Management System with Supervisor on a regular basis.	R	
3.4	Commitment and involvement in Best Practice, Quality Assurance and Accreditation activities.	R	
3.5	Other duties as required.		
	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.		

**WA Country Health Service  
South West**

**26 March 2019**

**REGISTERED**

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**Section 5 – SELECTION CRITERIA**

**ESSENTIAL**

1. Demonstrated experience in a secretarial /administrative support role within a senior Executive environment.
2. Demonstrated working knowledge of Microsoft Office applications, keyboard skills and experience in data entry and retrieval.
3. Excellent demonstrated interpersonal and communication skills, both written and verbal.
4. Well developed planning, organisational, time management and problem solving skills.
5. Demonstrated ability to work unsupervised and ability to work effectively in a team environment.

**DESIRABLE**

1. Previous secretarial/administrative experience in a health care environment.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

**Section 6 – APPOINTMENT FACTORS**

<b>Location</b>	Bunbury	<b>Accommodation</b>	As determined by the WA Country Health Service Policy
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Provision of the minimum identity proofing requirements.</li> <li>• Successful Pre- Employment Health Assessment.</li> <li>• Successful WA Health Integrity check.</li> <li>• Successful Criminal Record Screening clearance.</li> </ul>		
<b>Specialised equipment operated</b>			

**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: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Executive Services**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Chief Executive Officer**

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

