



HSS REGISTERED

Administrative Assistant
Health Salaried Officers Agreement; HSO Level G3
Position Number: 115587
HIMS / Clinical Services
Fiona Stanley Fremantle Hospital Group / SMHS

Reporting Relationships

Manager, Health Information Management
 HSO Level 9
 Position Number: 114140



Deputy Manager
 HSO Level 7
 Position Number: 115256



This Position



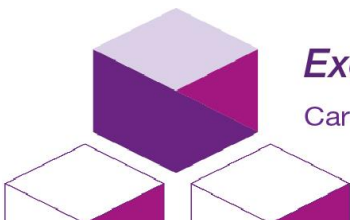
Directly reporting to this position:

Title	Classification	FTE
NIL		

- ← Also reporting to this supervisor:
- Medical Records Clerical Coordinator G5 1.0
 - Admission and Discharge Clerical Coordinator G5 1.0
 - Outpatient Clerical Coordinator G5 1.0
 - Emergency Clerical Coordinator G5 1.0
 - Waitlist Clerical Coordinator G5 1.0
 - After-Hours Clerical Coordinator G4 1.8

Key Responsibilities

Provides a high level, confidential, comprehensive and effective administrative support to FSFHG Health Information Management Service.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

Brief Summary of Duties (in order of importance)

1. Administrative Duties

- 1.1 Provides a high level, confidential, comprehensive and effective administrative support to FSFHG Health Information Management Service.
- 1.2 Assists with human resource activities of department including orientation, relief arrangements and preparation of rosters, liaising with line manager to ensure HR and Payroll requirements are met.
- 1.3 Maintains Rostar data entry and payroll in relation to: Higher Duties, Overtime, Public Holidays, Leave and Absenteeism etc. Ensures receipt of correct documentation for audit purposes i.e. sick leave forms etc
- 1.4 Attends to enquiries from employees and coordinators in regards to: payroll, leave entitlements from Lattice, Allowances, Higher Duties and Overtime.
- 1.5 Provide administrative support for departmental meetings including preparation, distribution, transcribing and typing of agenda, minutes and supporting documentation.
- 1.6 Assists in the development process of paper and trial medical records form design in accordance Australian Standards.
- 1.7 Updates policy, guidelines, and procedures manuals as directed.
- 1.8 Raises requisitions and stationary orders as required, including catering and other services/supplies.
- 1.9 Manages confidential filing systems and administrative records.
- 1.10 Organises and completes documentation relating to quality assurance and accreditation activities.
- 1.11 Undertakes special projects as required.

2. Quality Assurance

- 2.1 Checks and amends rosters entered into Rostar by coordinators for accuracy.
- 2.2 Provides reports on FTE Establishment, sick leave and overtime on request

3. SMHS 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 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 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. Demonstrated sound interpersonal and communication skills (oral and written).
2. Demonstrated computer skills in Microsoft packages (word, powerpoint and excel).
3. Demonstrated use of rostering and computerised hospital payroll systems (RoSTAR, Lattice) within a large organisation.
4. Demonstrated effective organisational and problem solving skills.
5. Demonstrated ability to work in a team environment with minimal supervision.

Desirable Selection Criteria

1. Demonstrated experience in the interpretation and application of awards and agreements.
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.

Krystal Stubbs	HE16052	04/04/2019
_____ Manager / Supervisor Name	_____ Signature or HE Number	_____ Date
_____ Dept. / Division Head Name	_____ Signature or HE Number	_____ Date

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 _____	July 2019
------------------	-----------------------	-----------