



HSS Registered

Administrative Assistant
Health Salaried Officers Agreement: G3
Position Number: 111251
Medical Services
Armadale Health Service / East Metropolitan Health Service (EMHS)

Reporting Relationships

Director Clinical Services
 MP Year 1 - 9
 Position Number: 005986



Senior Medical Employment Services Officer
 HSO Level G6:
 Position Number: 005994



This Position



Directly reporting to this position:

Title	Classification	FTE
• Nil		

Also reporting to this supervisor:
 • Various

Key Responsibilities
 Provides a high level, comprehensive and confidential administrative and secretarial service to officers of required speciality or unit.



EMHS Vision and Values

Our Vision

***Healthy people, amazing care.
Koorda moort, moorditj kwabadak.***

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

Brief Summary of Duties (in order of importance)

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

1. Administrative and Secretarial Duties

- 1.1 Provides a high level, confidential administrative and secretarial support to required speciality or unit.
- 1.2 Provide administrative support to Head of Department (HoD) and Senior Staff.
- 1.3 Receives and deals appropriately with telephone calls, visitors, clients and the public.
- 1.4 Maintains and arranges the schedule of appointments and meetings as requested.
- 1.5 Receives and processes incoming correspondence, actions routine matters by drafting responses or preparing basic reports.
- 1.6 Provide secretarial support for the HoD and departmental meetings including preparation, distribution, transcribing and typing agenda, minutes and supporting documentation.
- 1.7 Raises requestions and stationary orders as required, including catering and other services/supplies.
- 1.8 Facilitates payments of accounts by getting invoices authorised and forwarding for processing.
- 1.9 Monitors and organises maintenance of assets including printers and other equipment.
- 1.10 Manages confidential filing and administrative records.
- 1.11 Responsible for the maintenance and distribution of departmental rosters.
- 1.12 Responsible for RoStar entry of shifts for medical staff.
- 1.13 Assists with the management of the data collection systems and databases.
- 1.14 Updates departmental policy, guidelines and procuress manual as directed.
- 1.15 Organises and completes departmental documentation relating to quality assurance and accreditation.

2. EMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Actively participates in the Peak Performance program.
- 2.3 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.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

3. Undertakes other duties as directed

Work Related Requirements

Essential Selection Criteria

1. Demonstrated substantial experience in the provision of administrative and/or secretarial support.
2. Relevant experience and skills in the use of personal computer software applications.
3. Well-developed interpersonal, verbal and written communication skills with the ability to liaise effectively with clients and staff at all levels.
4. Well-developed organisational skills with the ability to prioritise workloads to meet deadlines.
5. Ability to work with minimal supervisions and in a team environment.
6. Demonstrated ability to maintain confidentiality.

Desirable Selection Criteria

1. Previous experience in a hospital or medical environment.
2. Knowledge of patient information systems.
3. Current knowledge and commitment to equal opportunity in all aspects of employment and service delivery.

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 Signature	or HE Number Date
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..... Dept. / Division Head Name Signature	or HE Number Date
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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 August 2019
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